

(The top header of your cover letter should match the header on your résumé)

GENERAL LAYOUT:

TODAY'S DATE

HIRING MANAGER NAME (If you don't have one, try to get one! Or use "Hiring Manager")

TITLE

COMPANY NAME

ADDRESS

CITY, STATE ZIP

**RE: Title of Job + ID number**

DEAR NAME (or "Hiring Manager"):

**FIRST PARAGRAPH:** This is the "WHY THEM" paragraph which briefly relays WHY you want to work for this particular employer and WHY in this capacity. Points to cover:

- Begin with a strong opening line that command attention rather than the mundane they are used to reading... i.e. a meaningful quote, a part of the company's mission statement, a recent press release from the company or best - "xxxx referred me to your open position." This can make a strong initial impact, especially if your referral is a company insider or well-known to the target company.
- Explain from your research WHY you are interested in this company and WHY this particular position. Talk about THEM, not YOU, in this first paragraph. The goal is to make a connection with the mission/problem or "pain" of the employer and introduces you as the solution.

**SECOND PARAGRAPH:** This is the "WHY ME" paragraph. Highlight some of your most relevant experiences and qualities as they relate to the position for which you are applying. Choose 3-5 points you want to make about **specific** experiences/accomplishments or about general qualities you have exhibited, and provide **specific** examples to support those points. This paragraph will change according to the job/employer for which you are applying. This is usually the longest paragraph of the letter. You may consider breaking this paragraph into two if it looks too lengthy or even better would be utilizing 3-5 bullets highlighting your relevant offerings. Points to ponder:

- Your points should be accomplishment-oriented and directed at the skills, requirements and qualifications needed for the job/industry.
- The body of the paragraph should provide evidence to back up what you've just claimed. Cite specific jobs/internships/activities/projects and accomplishments associated with those experiences. Use your resume to come up with some specifics, but NEVER reiterate passages from your resume word for word. Discuss why what you did is valuable to this employer. **Strong examples are important!**
- The final sentence is a summary of what you've discussed above. It's a good idea to mention the position title and company name to bring the reader back to the specific job in question.

**FINAL PARAGRAPH:** This is a short 2-4 sentences paragraph. You should refer to the enclosed resume, request an interview and maybe let the reader know what will happen next ("I will follow up with you in one week"). It is *vital* that you thank the reader for his/her time and consideration.

Sincerely,

*Your Signature* Your Name

Enclosure(s) – (here you can indicate the number of attachments and what they are. For example- (1) Resume

## Cover Letter Essentials

***It should address the “triple whys” – (1) WHY are you choosing them? (2) WHY you are choosing this particular position? (3) And WHY they should choose you?***

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**See example cover letter, below: This letter is here for inspiration, not copying.**

*Dear Ms. Smith:*

*My proudest moments in life come from when I see a rehab patient with marked deficits make significant, universal gains and be discharged to the care of a loved one or a nursing facility. This is why I am applying for a full-time, speech-language pathologist (SLP) CFY at XXXX in Scarsdale, NY. Come August, I will conclude my graduate studies in the Speech-Language Pathology program at Massachusetts General Hospital Institute of Health Professions (MGHIHP) in Boston, Massachusetts. Relocation and work schedule are not barriers and I have begun the process of transferring required documents to obtain licensure in other states, including New York.*

*I had a very successful clinical experience at XXXXX Nursing Center this past spring. The practicum afforded experience in leading in-service meetings, screenings, evaluations and individualized therapy plans for geriatric patients with swallowing, cognitive, voice, language and auditory deficits. I actively advocated on behalf of patients who were not initially considered for therapy but would benefit from speech services. I also actively communicated with dietary staff to adjust the amount of nutritional supplement supplied via feeding tube. Daily, digitized documentation was required of me and often praised by the interdisciplinary team for inclusion of objective, measurable data and level of relevant detail.*

*My current practicum is at Massachusetts General Hospital (MGH) and involves administration of outpatient care to patients with varying degrees and types of acquired brain injury (ABI). I designed aspects of an intensive group therapy pilot-program targeting cognitive-linguistic deficits. The amount of evidence indicating the effectiveness of intensive group therapy with the ABI population is sparse in comparison to an identical therapy model for patients diagnosed with aphasia, which this program aims to remediate. I strive to think “outside of the box” but well-within the realm of evidence-based practice (EBP), which my outpatient experience at MGH has allowed me to hone.*

*If you deem pride in leadership, interdisciplinary communication, assessment protocols, intervention planning, clinical writing, and engagement in EBP as invaluable skills required by an SLP to help patients best achieve their long-term goals, then I encourage you to grant me an in-personal meeting.*

*I will call you shortly after the submission of my materials to follow-up. Thank you for your time.*

*Regards,*

### **This letter does the following:**

- It shows personal interest in working for this particular organization, and it's specific about why, which makes it both more believable and more compelling. It's human nature — people respond when they feel a personal interest from you. Works in dating, works in job-hunting.
- It only briefly touches on the work experience, giving just the upshot and leaving the details for the resume.
- Perhaps most importantly, it provides information about him/her that will never be available from a resume — personal traits, motivations and work habits, and even a reference to feedback from a previous manager.

Now, can you do this for every position you apply for? Yes. It's sometimes easier for non-profits, because you can talk about why you support their mission. But you can do it for regular companies too, with a little bit of research. No time for that when you're applying to 30 different jobs? Narrow it down and focus on fewer, take the time to write a truly compelling cover letter tailored to each specific job and company, and it's likely you'll find that five truly personalized, well-tailored applications will yield you better results than 30 generic applications. \*unite your cover letter and resume as ONE FILE to upload for job applications!

For more templates – Go to “google images” and type in what you need, i.e. “registered nurse, cover letter” or “Speech Pathologist, resume”.

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\*If you do not know the name of the specific Human resources recruiter for this position, try calling the HR department to get the proper name!

### **SIMPLE NURSE EXAMPLE**

April 1, 2013

Lee Jones  
Human Resources Manager  
St. Marie's Hospital  
1200 Main St  
Winnipeg, Manitoba

Dear Mr. Jones:

I was pleased to learn of your need for an ICU Staff Nurse, as my career goals and expertise are directly in line with this opportunity. My experience and education have provided me with excellent knowledge of ICU practices, acute patient care, family relations, staff development, and other relevant skills required of an effective team member.

The following are highlights of my qualifications and accomplishments:

- Extensive patient care experience in ICU, CCU, Emergency, and Medical Surgical Environments.
- In-depth knowledge in administration that includes admissions, assessment, treatment, referral, and education for a wide-range of patients.
- Frequent commendations by patients and families for providing exceptional care.
- Employee awards for dedication, excellent performance, leadership, and patient advocacy.

My strong initiative and exceptional organizational skills, combined with my ability to work well under pressure, will enable me to make a substantial contribution to St. Marie's hospital. I believe that a challenging environment such as yours will provide an excellent opportunity for me to best utilize my skills while contributing to the healthcare community, patients, and their families.

Enclosed is my resume for your review. I welcome the opportunity to discuss with you personally how my skills and strengths can best serve your hospital.

Sincerely,

Beverly M. Jones

*Enclosure: (1) RESUME*

**NP EXAMPLE**

# Kathy Stevens

3 Candy Street • Boston, MA 02143 • Phone: 121-123-1246

E-Mail: kstevens@candy.com

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Date: 27 May 2015

Human Resources  
Massachusetts General Hospital  
55 Fruit Street  
Boston, MA 02114

Dear Sir/Ma'am:

I would like to express my very strong interest in the Nurse Practitioner position within the XXXXX. This is a position that I believe aligns perfectly with my education, background, personal interest, and career goals. In this role I can offer your team leadership qualities that are second-to-none.

I will soon be graduating as a Nurse Practitioner with dual certifications in Women's Health and Adult/Gerontology Primary Care from the MGH Institute of Health Professions. This combination will allow me to provide truly comprehensive gynecologic care for women across the lifespan. I have completed rotations in ob/gyn services with several local clinics, as well as specialized family planning rotations with XXXX, where I gained experience with intrauterine insemination, IUD, and Nexplanon insertions.

Having worked as a XXXXX for the XXXX, I am familiar with the many of the goals of the Urogynecology Division, as well as the computer systems employed. This work gave me a solid appreciation of the busy and evolving practice environment. I am more than ready to meet this challenge.

For my five years as a manager, I was responsible for training at xxxxxx, a highly dynamic and challenging position that demanded precision and collaboration. This role taught me to work diligently in a calm, collected manner, despite the high pressured environmental conditions. To be a leader, I first had to be a good and observant follower – a team player who could maximize strengths of the squad and improve upon the weaknesses.

I am passionate about helping women across the lifespan to develop comfort with themselves and to move beyond the perceived stigma that all too often accompanies incontinence and other pelvic floor disorders. It was for this reason I became a certified yoga therapist, and continue to practice, today.

Given my educational, clinical, and management background, as well as my passion for comprehensive gynecologic care, I am confident that I have the skills and aptitude that you so rightly expect in your Nurse Practitioners. I would like to request an interview at your earliest convenience to further discuss what I can bring to Massachusetts General Hospital.

Thank you in advance for your time and consideration.

Sincerely,

Kathy Stevens, RN

*Enclosure: (2) Resume & References*

SLP EXAMPLE

**BILLY VON AWESOME**

1234 Steven Rd \* Hayward, CA 1241 \* 510-123-1133 \* billyawesome@gmail.com

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March 22<sup>nd</sup>, 2014

Name  
Title  
Company  
Address  
City, State Zip

**RE: Speech Language Pathologist (Position number xxxxxx)**

Dear (Name of recruiter) /Human Resources Coordinator:

I would like to express my strong interest in the speech language pathologist (SLP) position at \*\*\*\*\* as advertised on \*\*\*\*\*. I am a skilled, compassionate speech language pathologist, excited about the responsibilities that the role has to offer and how I can be instrumental in providing quality healthcare.

I will soon be graduating with a Masters in Speech Language Pathology from the distinguished Massachusetts General Hospital Institute of Health Professions (MGH IHP), Boston. Here I gained knowledge as an SLP, while working in a variety of settings around the Boston metropolitan area. I have experience working with patients of all age groups in extremely busy outpatient departments as well as speech, language, and literacy settings. These internships not only challenged and honed my skills in various procedural interventions, from cognitive functional therapy to early language literacy intervention, but also prepared me for critical and sound clinical decision-making and inter-professional team based skills, in order to provide safe and consistent therapeutic care.

You can trust me to demonstrate clinical aptitude, responsibility and professional yet caring patient-oriented behavior, with excellence in evidence-based practice and client safety. My supervisors, colleagues and patients have themselves endorsed my patient communication and treatment skills.

Given my educational background, clinical experience and passion for growing in the field of being a healthcare professional, I am confident that I have the skills you are looking for in this role. I would like to request a personal interview to further discuss my qualifications. Thank you in advance for your consideration.

Sincerely,

Billy Von Awesome

*Enc. Resume*

**NURSE EXAMPLE**

May 1, 2013

Ms. Sally Parker  
Nurse Recruiter  
Stevenson Hospital  
900 Pine Street  
Philadelphia, PA 19107

Dear Ms. Parker:

I am writing to express my interest in serving as an RN at Pennsylvania Hospital. I will be graduating in May with my B.S.N. from the University of Pennsylvania. While I ideally would like to work with oncology patients, I would strongly consider any staff nursing positions which may be available. I am willing to work evenings, weekends, and am amenable to all shifts.

As indicated in my enclosed resume, I was employed last summer as a Nurse Extern on a medical/surgical floor at Pennsylvania Hospital. This experience increased my nursing skills and provided me with a broader base of clinical knowledge. This semester, I am conducting my senior leadership experience at Pennsylvania Hospital, in the dedicated AIDS and oncology unit, where I am gaining exposure to another outstanding aspect of your facility. Through these experiences, I have been able to see firsthand the excellent quality of patient care, the cooperative multi-disciplinary approach, and progressive techniques that are trademarks of Pennsylvania Hospital.

In addition to my nursing skills, I will bring to my next employer strong leadership and organizational skills gained through my extra-curricular involvement. Balancing course work, clinical experiences, and a work study job at Penn's Student Health Office with my leadership position in Student Nurses at Penn has required commitment, time management and, often, a well regarded sense of humor. Preceptors, advisors, and supervisors have commented on my ability to manage multiple tasks simultaneously while maintaining a level of enthusiasm for the project at hand.

I would be delighted to begin my career with Pennsylvania Hospital. I will contact you the week of March 21 to see if we can arrange a mutually convenient time to meet for an interview. If you would like to contact me, my home phone number is 215-555-4177, and my e-mail address is nurseemily@yahoo.com. I look forward to speaking with you.

Sincerely,

Billy BB

Enclosure: (1) Resume

## PHYSICAL THERAPIST EXAMPLE

**RUSSELL SMITH**

10 Warren Street \* Brighton, MA 02135 \* 617-321-2322 \* rsmith@gmail.com

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March 22<sup>nd</sup>, 2014

Name

Title

Company

Address

City, State Zip

RE: Physical Therapist (Position # 124sro)

Dear (Name of employer) /Human Resources Coordinator:

I would like to express my strong interest in the Physical Therapist (PT) position at \*\*\*\*\* as advertised on \*\*\*\*\*. I am a skilled, compassionate Physical Therapist, excited about the responsibilities that the role has to offer and how I can be instrumental in providing quality healthcare.

I earned my Bachelors of Physiotherapy degree, with clinical distinction, from one of India's most distinguished medical schools, Seth G. S. Medical College, Mumbai. Here I gained experience as a Physical Therapy Intern while working in a variety of settings at K.E.M. Hospital, Mumbai. I have experience working with patients of all age groups in extremely busy outpatient orthopedic and neurological departments. This internship not only challenged my knowledge and honed my skills in various procedural interventions, from manual therapy and muscle re-education to electrotherapy to task-oriented treatment approaches, but also prepared me for critical reasoning and sound clinical decision-making, in order to provide safe and consistent therapeutic care.

I will soon be graduating with a Masters in Physical Therapy degree from the renowned MGH Institute of Health Professions, Boston. After earning my Physical Therapists' licensure for the State of Massachusetts, I have been pursuing my interest in research while working as a Research Assistant under Dr. Billy Smith at MGH Institute of Health Professions.

You can trust me to demonstrate clinical aptitude, responsibility and professional yet caring patient-oriented behavior, with excellence in evidence-based practice and client safety. My supervisors, colleagues and patients have themselves endorsed my patient communication and treatment skills.

Given my educational background, clinical experience and passion for growing in the field of neurological rehabilitation, I am confident that I have the skills you are looking for in this role. I would like to request a personal interview to further discuss my qualifications. Thank you in advance for your consideration.

Sincerely,

Russell Smith

*Enc. Resume*

## Schoolspring cover letter SLP Example

**BILLY J. SWEETUMS**

9 Dee Dee St. ♦ Medford MA 02155 ♦ Billy@gmail.com

Cell Phone: 123-123-2032

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April 27<sup>th</sup>, 2015

Dear Hiring Manager:

I am writing to express my interest in serving as a Speech-Language Pathologist (Clinical Fellow) in your school.

My Spanish and French language skills, a strong background in written as well as spoken language disorders, and advanced elective coursework in autism spectrum disorders have prepared me to meet a broad range of needs. I will graduate from the MGH Institute of Health Professions in August 2015, with a Masters in Speech-Language Pathology as well as the coursework and practicum required to become certified as a Reading Specialist. I have experience providing bilingual assessments and intervention services for Spanish-speaking English Language Learners at xxxxxxx, and have worked with children with language-based learning disabilities at the xxxxxxx in Boston. My strong academic skills (GPA of 4.0) will provide me with the theoretical knowledge and research skills to engage in Evidence-Based Practice and keep abreast of current research in education, healthcare, science and best practices.

I hope to work closely with other members of the education team to integrate speech and language services with the classroom curriculum and contribute to enriching the language and literacy instruction of all students. My experience at xxxxxx School working within a consultative model provided me with training in co-teaching in classrooms and collaborating with a variety of school personnel. Having worked (prior to graduate school) as a xxxxx for seven years with adults with developmental disabilities, I am familiar with the process of collaborating with families and other professionals to advocate and provide services for individuals with disabilities. It was my work with these individuals that brought me to the field of speech and language. As their xxxxx, I was able to meet all their basic needs for food, comfort, healthcare, activities, and personal care; however, communication remained an unmet need and a source of frustration for my clients. I wanted to help them with this most fundamental aspect of their "personhood." Now I hope to work in a school to help children reach their maximum potential so that as adults they are spared that frustration and can participate more fully.

If you would like to interview me, I would be grateful for the opportunity to meet with you. I can be reached on my cell phone at 123-123-2032 or by email at Billy@gmail.com. Thank you kindly for taking the time to read this letter and my resume.

Sincerely,

*Billy Sweetums*

JOHN J. JOBSEEKER  
123 Court Street  
Anytown, MD 21225  
Home (410) 555-1233

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March 5, 20XX

Susan Brown  
Nurse Recruiter  
Johns Hopkins Hospital  
123 Wolfe Street, Wheeler 223  
Baltimore MD 21205

Dear Ms. Brown:

I am writing in response to an announcement recently posted on the Johns Hopkins Hospital employment opportunities web site for new nursing graduates. As you can see from my resume, I will graduate in May 20XX from the Johns Hopkins University School of Nursing.

Through my clinical rotations, I have had the opportunity to work in several settings, including medical-surgical, critical care, and emergency. My experiences enabled me to develop strong skills that prepare me well for the challenges of nursing. I plan to complete my transitions rotation in the critical unit at Johns Hopkins Hospital in the spring, and am confident that I will continue to develop as a nurse; particularly as I provide care to a diverse patient population.

In addition to my nursing skills, I have developed my leadership skills as well. As the president of the JHU chapter of the National Student Nurses' Association, I have planned several community service activities, including a blood drive for SON students with a 81% participation rate. Our chapter also created a program that provides infant care training to underserved mothers in the area.

I am very interested in beginning my nursing career at Johns Hopkins Hospital and believe that my skills and experience prepare me well. I will contact you during the week of January 15 to discuss career opportunities. I look forward to meeting you, and please do not hesitate to contact me at 410-555-1234.

Sincerely,

John J. Jobseeker

# Russell Smith, BSN, RN

33 Steve St. Reading, MA 02148

Phone: 123-123-1836 • Email: rsmitho@gmail.com

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May 4, 2014

Mr. Harold Chu  
Director  
South Cove Community Health Center  
145 South Street, Boston MA 02111

Dear Mr. Chu:

I am pleased to be writing to you today regarding the NP position advertised on your website. I am a Pediatric NP student at MGH Institute of Health Professions in Boston MA, graduating May 2014. I will be taking the PNCB PNP exam in June 2014. I believe my qualifications and experience as well as my ability to speak Mandarin Chinese will make me an ideal candidate for this position.

I have also worked extensively as a RN in settings such as school, home health and at summer camps, where I managed various issues such as movement disorders, seizures, respiratory illnesses, GI issues, ear infections, asthma.

I have over one year of combined primary care clinical experience at multiple primary care offices, a juvenile detention, a school-based health center and at xxxxxx. My responsibilities at these sites included well child visits, sick visits, mental health screenings, anticipatory guidance, sexual health education and various health promotion education. Along with a supervising PNP, I successfully managed acute and chronic illnesses such as concussions, infections, respiratory illnesses, various GI/orthopedic issues, and mental health issues.

In my free time, I have volunteered at Crimson Care Collaborative, a joint clinic run by Harvard Medical Students and MGH NP students that targets the health of pediatric immigrant patients in Revere, MA. Working collaboratively with a pediatrician, I successfully managed the healthcare for patients ranging from newborn to young adult.

When considered in its entirety, I believe the clinical, professional, educational, and volunteer experiences I do possess will transfer successfully to your setting. In addition, I am more than willing to work around any training/orientation period in order to make my transition into your office as smooth as possible. I am dependable, adaptable, computer-savvy, and think quickly on my feet.

Thank you for considering me for this position. Enclosed is my resume.

Sincerely,

*Russell Smith*

PNP Student, Class of 2014

MGH Institute of Health Professions

*Enclosure: (1) Resume*

**GENERIC EXAMPLE**

**D E N I S E M . R E E M I N S**

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10 BOTAN AVENUE, BRAINTREE, MASSACHUSETTS 02184  
dennnins@gmail.com | (617) 123-1607 | linkedin.com/in/denniins/

May 9, 2014

Forrester Research, Inc.  
Attention: Human Resources Department  
60 Acorn Park Drive  
Cambridge, MA 02140

Re: Senior Research Specialist – Client Services

Congratulations on writing the best job description I've ever seen, bar none. It is logical, describes the knowledge, skills and abilities you desire in applicants and illustrates your corporate culture admirably. You've intrigued me; let's see if I can intrigue you.

Simply put, I am the person who puts the jigsaw puzzle of Client Services together. I am keenly aware that I need to know how every piece fits together to accomplish a client's objectives – and I'm experienced at figuring that out. I can offer you:

- Excellent Client Services and Relationship Management skills, honed through over 20 years in the financial services industry; managing client relationships, resolving escalated and complex client service issues, creating effective client service teams and managing risk. Clients trust me.
- I am a true collaborative team player. A top-notch Client Services group is strongest when knowledge is shared and employees reach or exceed their potential. With my Master's Degree in Management, I am self-motivated to develop expertise and excellence. It's not enough to answer the question; you have to solve the problem.
- Experience as the business owner of projects to automate processes and meet regulatory requirements - from inception through detailed completion.

I consider it a personal challenge to effectively manage a client relationship while providing 100% accurate information and services to a client in a timely manner. I yearn for a corporate culture that views my relationship management skills as a strategic asset. From your recruiting video which describes your firm as a "people-oriented company", I believe that Forrester Research is such an environment. I would be honored by your consideration for the Senior Research Specialist – Client Services position.

Sincerely,

Denise M. Reemins