

## RESUME/LETTER WRITING

### *Cover Letter Tip Sheet*



*Career Services*

Creating a strong first impression for a potential employer is done by a cover letter. Your cover letter should be a complement to your accompanying resume. Always use quality paper when printing your cover letter, and if the organization asks for it electronically it is a good idea to send the document as a PDF to ensure that the format used stays intact. Your cover letter should:

- Be easy to read.
  - Use a format and font that is easy for the interviewer to read such as Arial or Times New Roman.
- List the title of the advertised position and where you found it since there may be multiple positions open on various different sources.
- For entry level and recent graduates include your major, degree earned or in process of earning, and your institution.
- Explain the reason you are interested in the position.
- List your most relevant skills.
  - You can determine this by reading the job description carefully and comparing the listed skills to your own skillset.
- Examples and evidence of why you believe you are qualified for the position.
  - This can tie in with your relevant skills, or past experiences. Sell yourself!
- Indicate your desire to meet for an interview.
- Include your personal information.
  - Your best method of contact, phone, email, etc.
  - Make sure your voicemail message, and your email address is professional.
- Thank them for being considered for the position.

**ALWAYS** proof-read your cover letter and resume before sending; they should be free of errors. When constructing your cover letter, **ALWAYS** customize it to each position for which you are applying. **AVOID** overusing "I" in your cover letter. **ALWAYS** keep your cover letter to one page. By following these tips you can create a successful cover letter for any job position.

\*See sample cover letter.

Name  
123 Main Street  
Canton, OH 12345

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[Date]

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Guy Gunderson *(If no name is present and you cannot find one by research then use the organization)*  
Human Resource Hiring Manager  
Exceptional Care Hospital  
456 Main Street  
Canton, OH 12345

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Dear Mr. Gunderson: *(Use "Dear Hiring Manager" if no name is present and you cannot find one by research)*

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I am writing in reference to the advertised position of Recovery Staff Nurse as posted on Exceptional Care's website. I will be earning a bachelor of science in nursing degree in May, 2016. My objective is to obtain a position in which I can combine my knowledge and skills from Aultman College, as well as my passion for the nursing profession.

\*

My two years as a Licensed Practical Nurse providing basic care to patients first ignited my interest in helping others. I realized a bachelor's degree in nursing was needed to fulfill my goal of working in a hospital, so I pursued an education. During my clinical and academic experiences, my time management skills were strengthened since I was responsible for the care of multiple patients, and had to balance work with my studies. My skills in communication and documentation also improved as a direct result of these experiences. I cared for the needs of multiple people from various countries and various ages. I learned that not every person responds well to the same level of care and therefore, I tailor each and every case accordingly. My abilities to multitask were refined through organizing clinical experiences, studying, and work-life. My success in managing these skills is confirmed by my 4.0 GPA, enclosed letters of recommendation from my professors, and my outstanding performance evaluations at work.

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Considering my education, skills, and enthusiasm for learning, I believe I am well qualified for this position. Enclosed you will find my resume which highlights my experience and skills. I welcome the opportunity to further discuss my qualifications with you. To arrange an interview, please call me at 555-555-5555. Thank you for your consideration, and I look forward to hearing from you soon.

\*

Sincerely,

\*

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*Florence Nightingale* *(Place your handwritten signature above your typed name if mailing)*

Florence Nightingale *(Always type your full name on your cover letter)*

*\*Denotes spacing.*