

# COVER LETTER

**Below are some skills and tips that will help you write an effective cover letter:**

1. **PURPOSE-** Your cover letter is NOT just a summary of your resume- it should **CONNECT** your past skills and experiences to the position you are applying for.
2. **ORGANIZATION-** The information in your cover letter should flow in a logical order.
3. **PROOFREAD-** Use this list to check your cover letter before you hit the "Submit" button!

**PURPOSE-** *Your cover letter should **CONNECT** your past skills and experiences to the position you are applying for and **NOT** just summarize your resume.*

<b>Your skills that are related to the position</b>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<b>Examples of experiences that highlight your skills</b>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<b>How does this relate back to the position you're applying for?</b>	<ol style="list-style-type: none"><li>1.</li><li>2.</li></ol>

Each cover letter should be **TARGETED** to show how you are a match for a specific position or organization. Here are some things to remember when writing a cover letter:

- **You should write a new cover letter for each job you apply for that is TARGETED to show how your skills match the position you're applying for.**
- Is a way to show that you can communicate effectively with others.
- Will also help you prepare for an interview.

# COVER LETTER

**ORGANIZATION-** *The information in your cover letter should flow in a logical order.*

## Heading:

- Your name and contact information should be at the top of the page (centered) and should match the heading on your resume
- Date
- Representative name **OR** "Hiring Manager" if you don't have a specific person to address your letter to
- Company name and address

**Anna Prentice**  
6000 16<sup>th</sup> Avenue SW  
Seattle, WA 98106  
206-934-5304  
[anna.prentice@southseattle.edu](mailto:anna.prentice@southseattle.edu)

April 1, 2013

Marsha Mellow  
Sea Mar Community Health Center  
White Center Medical Center  
9650 15<sup>th</sup> Avenue SW, Suite 100  
Seattle, WA 98106

## Introduction (3-4 sentences):

- Dear (Representative Name)
  - If you don't know the representative or hiring manager name, address to "Hiring Committee"
- State what position you are applying for
- Say how you heard about the position
  - Mention a personal referral if it's appropriate
- Describe why you're excited about the job
- Give examples of education or previous work experience that are **relevant** to the role

## Example:

Dear Hiring Committee,

I am excited to apply for the Administrative Assistant position at SeaMar Community Health as I have a lot of experience providing customer service. This role will also use the skills I am learning through the Medical Business Information Technology program at South Seattle Community College. My instructor, Carrie Oakey, recommended the posting because she thought it was an ideal match.

# COVER LETTER

## Body Paragraph I & II (4-5 sentences):

- State what the employer needs based on the job description (present tense)
- Talk about an experience that illustrates your strength or skill (past tense)
- Connect the employers need with your experience (future tense)

## Conclusion (3-4 sentences):

- Summarize why you are a fit for the role
- Connect position to your future goals
- You may use this paragraph to address barriers such as location
- State that you look forward to the opportunity to speak further
- Include your contact information

## Example:

My administrative experiences, ability to provide excellent customer services, and technical training at South have prepared me to be successful in this role. I am looking forward to learning more about your specific insurance policies and expanding my knowledge of medical software to be a continued asset to your company.

Although I currently live in Washington, I can interview via phone or via Skype and I am excited at the prospect of relocating to beautiful Alaska. I look forward to hearing from you to further this conversation. You can reach me via email: [anna.prentice@southseattle.edu](mailto:anna.prentice@southseattle.edu) or via phone: 206-934-5304.

Sincerely,

Anna Prentice

## Closing:

- Keep your letter closing professional
  - i.e. "Sincerely" or "Best Regards"
- Signature- Typed if sent electronically or hand-signed if submitting hard copy
- Enclosure (Optional)
  - Shows that another document, like a resume is also attached

# COVER LETTER

**CHECK YOUR WORK-** *Use this list to check your cover letter before you hit the "Submit" button!*

## Appearance/Format

- Cover letter is one page.
- Font style and size are the same throughout the document and easy to read.
- Have someone else check your cover letter for spelling or grammatical mistakes.

## Information

- Your name and contact information are at the top of the page and match the heading on your resume.
- Includes date, company name, and address.
- Has introduction paragraph, body paragraph(s), concluding sentences, and closing signature.
- Content uses examples to showcase relevant skill sets and ability to perform the job.
- Cover letter is saved with your name and the position title on computer or flash drive.
- Convert your Cover Letter to PDF if sent via email or uploaded electronically, **UNLESS** the application requests a Word Document.

**Only submit a cover letter if the application asks for one!!!**