

# Cover Letter Handbook



**Information provided by:**

Career Development Center  
Jefferson College of Health Professions  
Thomas Jefferson University  
<http://www.jefferson.edu/jchp/studentlife/cdc.cfm>  
Updated 1/2005

## WRITING YOUR COVER LETTER

The purpose of the letter, like the resume, is to make a prospective employer want to interview you. The letter should introduce you to the employer, highlight experience in the resume that may meet the organization's needs, and show that you are interested in this particular organization.

Address your letter to a specific person by name and title. If a person's name is not given, call the organization and ask to whom you should address your cover letter. A letter addressed to "personnel director" or "personnel department" will likely end up in a large pile or in the wastebasket.

Keep the letter brief. Tell how you learned of the employer and why you are interested in the organization. If someone who knows the employer has referred you, include that person's name. Since the resume is enclosed, there is no need to repeat your qualifications. However, citing accomplishments and experiences that are relevant to what the employer is seeking is an effective way of distinguishing yourself from the other applicants.

Close the letter by indicating your interest in setting up an appointment. You may wish to express your interest in meeting regardless of whether a current opening exists. You can state your intention to call in a few days if desired.

Cover letters should be created in a word-processing format and on good quality bond paper. It is very important to keep it clean and free of errors.

### COVER LETTER FORMAT

First Paragraph:	Identifies the job and you. Is brief, to the point, direct. Expresses your interest in this organization.
Second/Third Paragraph:	Identifies some special skills, attributes, or experiences that make you the right candidate, unequalled by peers, and worthy of consideration by the employer.
Last Paragraph:	Identifies a time frame, a measure of assertiveness about getting an interview, and your eagerness to pursue this position. Your telephone number and/or e-mail address will be included in-text in the last paragraph.

1234 Jefferson Street, Apt. 007  
Philadelphia, PA 19107

January XX, 19XX

Patricia Smiles  
Managing Supervisor  
Any Hospital  
1140 Main Street  
Philadelphia, PA 19999

Dear Ms. Smiles:

This letter is in reference to the Nursing position listed on the Thomas Jefferson University's Career Development Center website. I am currently a senior Nursing student at Jefferson, and am seeking full-time employment upon graduation in May, 2005.

The position you outline would allow me to utilize my clinical education, research skills, and volunteer experience I have gained as a Nursing major, as well as my past work experience that has involved a great deal of organization, discipline, and responsibility. My active leadership and service roles have also helped me develop strong interpersonal and communication skills, which I feel would make me an asset to your organization.

I would greatly appreciate the opportunity to discuss with you how I might best meet your needs. I will be contacting you the week of January X to discuss my qualifications. If you have any questions, please do not hesitate to call me at (215) 503-0000.

Thank you for your time and consideration.

Sincerely,

Anita Job

Encl. resume

1851 Founded Street  
Philadelphia, PA 19131

January XX, 19XX

Ms. Joann Hunter  
Employment Specialist  
Rehab Corporation  
PO Box 007  
Philadelphia, PA 19107

Dear Ms. Hunter:

Through information provided by the Career Development Center at Thomas Jefferson University, it has come to my attention that your organization offers a full-time position in your southern New Jersey location. As a qualified senior looking for full-time employment upon graduating from Jefferson in September, 2005, I am very interested in discussing the possibility of interviewing with your company.

Over the past several years, I have worked in several volunteer organizations that treat the rehabilitation population. These positions have allowed me to develop strong communication and patient/client service skills. In addition, I have developed a strong work ethic that is evidenced by the fact that I have maintained a part-time job while in college. My goal at this time is to find a position that will integrate my education, volunteer experience and professional qualities. The position at Rehab Corporation is such a position.

Please find enclosed a copy of my resume. I plan to contact you on January X, 19XX to discuss my resume and qualifications. If you would like to reach me prior to that date, please contact me at (215) 503-4TJU.

Thank you for your consideration and I look forward to speaking to you.

Sincerely,

Jeff Jefferson

Encl. resume