

Cover Letter Tips



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A cover letter should accompany your resume and offer a very brief summary of the job you are applying to and your qualifications. It should exhibit your achievements and expertise. Make the cover letter unique but not too personal; think of things that help you stand out from others applying for that position and show your personality.

Tips for writing a notable cover letter

- Personalizing the cover letter to the position you are applying for is crucial. Each job should have a unique, tailored cover letter that reflects your understanding of the role and suitability.
- Take the time to identify your reader(s) by researching the hiring manager/interviewer and the company. This will show your initiative and interest in the company and help you tailor your cover letter to their needs.
- When addressing your cover letter, make it personal. Use the form “Dear” followed by the name of the person who may be conducting the interview. This small gesture can make a big difference in how your application is perceived.
- If applicable, give examples of your expertise.
- Finally, end your cover letter with a strong paragraph stating that you’d love to speak further about the position and instruct the reader how to contact you.
- Do not use any abbreviations.
- Remember, your cover letter is a formal document. Avoid using contractions like *they’re*, *we’re*, *I’m*, and so on. This will help maintain a professional tone throughout.
- Keep your cover letter to 250 to 400 words! Your cover letter should have white space.
- Stay away from sharing personal anecdotes. It is acceptable to state that a nurse or healthcare professional inspired you to be a nurse but keep it professional. If you were inspired by a family member or friend having an illness, do not go into detail about the disease. Instead, you can state that “the complicated/traumatic event and the actions of the nurses inspired you to be a nurse” or something similar.

Your Address
City, State, and Zip Code

Date

Name of Person
Title of Company/Organization
Address
City, State, and Zip Code

Dear Mr./Ms.:

Intro: A few things to include are insight into why you are in contact with that person (“I am writing to express interest in...”). Include the title of the occupation to which you are applying and where you gained insight into that position (i.e., job website, indeed, etc.). Include information on your education: program, graduation date, and academic successes. To keep the reader/hiring manager engaged, talk a little about the company you are applying to – why are you interested in this position at this facility? Lastly, think back on yourself and include one crucial fact that would stand out from other applicants.

Second, include what about the occupation peaked your attention and what would make you a reliable candidate. Draw attention to your expertise and its relevance to the position. Be sure to include strong (and diverse) examples of how past experiences have prepared you to handle the job duties you seek.

Lastly, briefly recap why you are a great candidate for the position. Express that you would like to discuss the position further and provide information on how to proceed with the communication process afterward.

Closing (Respectfully, Sincerely...)

Your name