



## Cover Letters

The purpose of a cover letter is to communicate to a potential employer why you are the best Candidate for the position based on your skills, education, and experience. Cover letters are generally three to four paragraphs long and should be tailored to the position you are seeking. Some employers use cover letters to determine your ability to write.

Please follow the steps below to prepare for writing your cover letter:

### Step 1

Review the job description and highlight important skills and qualifications the employers are seeking.

### Step 2

Write down the skills you possess that match the skills they are seeking.

### Step 3

Pick 3 to 4 skills you possess that the employer is seeking and emphasize them in the cover letter.

### Step 4

Give an example of where you used or obtained your three skills from your resume.

## Sample Cover Letter

### 1. List your contact information.

Your name  
Address

Today's Date

### 2. List the information for the employer you are contacting.

Company Name  
Address

### 3. Address a person by name whenever possible.

Dear (Name of Recruiter/ Hiring Manager),

### 4. Tell them why you are writing and demonstrate some knowledge of their company.

I am excited to apply to the Association Membership Administration position with XYZ company, which was located on Indeed.com. It would be an honor to work for an organization that is so dedicated to improving health care and staying abreast to the latest research. Given my health care education and background, I feel I can make a positive contribution to XYZ organization.

### 5. Using your three skills and examples, tell them why you are qualified for the position.

In 2010, I completed my Bachelor of Arts degree in Health Care Studies from Ashford University. Through my undergraduate experience, I was able to obtain a tremendous amount of knowledge regarding the US health care system and current obstacles and challenges the Health care industry is facing.

As the Program Coordinator at Memorial Hospital, I regularly built relationships with both internal and external customers. In addition to relationship building, I honed my database management skills while serving as an Administrative Assistant at GE. In this role, I utilized PeopleSoft to manage clients' information.

### 6. Thank them for their time and tell them what you want to happen next.

I would like the opportunity to discuss this position and my qualifications in further detail. Thank you in advance for your time and consideration.

Best Regards,

Jane M. Doe