

COVER LETTERS



What is a Cover Letter?

- Your first chance to impress an employer with your key accomplishments and fit for a job
- Highlights and connects your experiences and skills to the job and company
- Showcases your written communication skills and displays your interest
- Should accompany your resume unless employer states otherwise

Why is a Cover Letter Important?

- Only 3% of Fortune 500 recruiters believe that resumes without a cover letter will get an interview.
- It explains what your resume can't:
 - » What kind of work you want to do and how you're qualified for it
 - » Why you want to work with their specific organization
 - » Why there might be gaps in your employment history
 - » Why you might be changing the focus of your career or your location

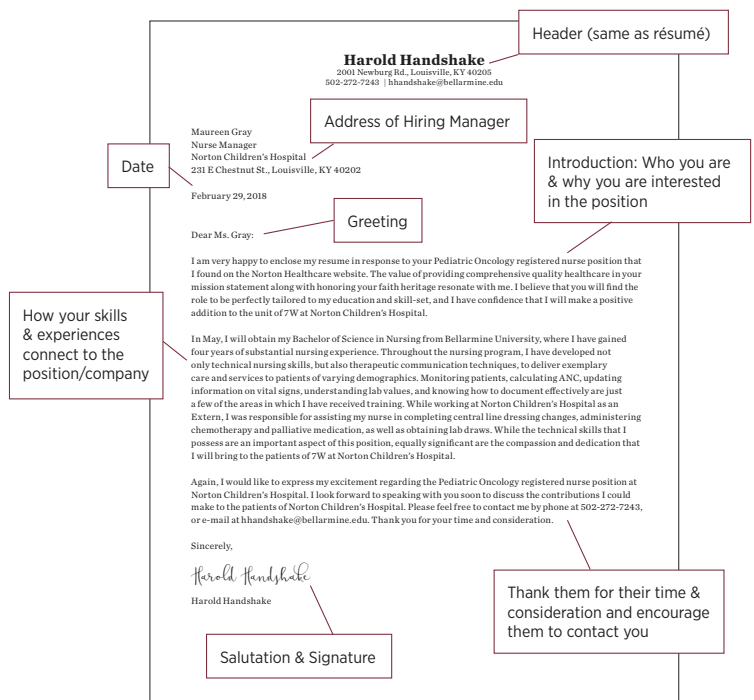
Guidelines

- Whenever possible, address your cover letter to a named individual
- Highlight three to four key accomplishments/skills/experiences that relate to position/company
- Tailor to company by using the language of the job description and doing research on the company
- Exclude negative information (lack of qualifications/experience)
- Avoid repeating content from resume; instead add more depth and expand on details about experiences
- End by thanking reader for time and encouraging them to speak with you further about the position
- Proofread! Always check for spelling and grammar errors
- Avoid using abbreviations and slang

Formatting

- No more than one page
- Maximize space by decreasing margins to half an inch
- Use the same font as on resume, which should be clean and easy to read, size 10-12pt
- Use business letter block formatting, with the same header as on resume
- Always save it as a .PDF and title it: First name_Last name

Parts of a Cover Letter



Harold Handshake

2001 Newburg Rd., Louisville, KY 40205
502-272-7243 | hhandshake@bellarmine.edu

Maureen Gray
Nurse Manager
Norton Children's Hospital
231 E Chestnut St., Louisville, KY 40202

February 29, 2018

Dear Ms. Gray:

I am very happy to enclose my resume in response to your Pediatric Oncology registered nurse position that I found on the Norton Healthcare website. The value of providing comprehensive quality healthcare in your mission statement along with honoring your faith heritage resonate with me. I believe that you will find the role to be perfectly tailored to my education and skill-set, and I have confidence that I will make a positive addition to the unit of 7W at Norton Children's Hospital.

In May, I will obtain my Bachelor of Science in Nursing from Bellarmine University, where I have gained four years of substantial nursing experience. Throughout the nursing program, I have developed not only technical nursing skills, but also therapeutic communication techniques, to deliver exemplary care and services to patients of varying demographics. Monitoring patients, calculating ANC, updating information on vital signs, understanding lab values, and knowing how to document effectively are just a few of the areas in which I have received training. While working at Norton Children's Hospital as an Extern, I was responsible for assisting my nurse in completing central line dressing changes, administering chemotherapy and palliative medication, as well as obtaining lab draws. While the technical skills that I possess are an important aspect of this position, equally significant are the compassion and dedication that I will bring to the patients of 7W at Norton Children's Hospital.

Again, I would like to express my excitement regarding the Pediatric Oncology registered nurse position at Norton Children's Hospital. I look forward to speaking with you soon to discuss the contributions I could make to the patients of Norton Children's Hospital. Please feel free to contact me by phone at 502-272-7243, or e-mail at hhandshake@bellarmine.edu. Thank you for your time and consideration.

Sincerely,



Harold Handshake