

# Cover Letters



# Objective

- Explain the parts of a cover letter, the purpose and how to format and proofread



# What is a cover letter?

- Introduces you to the employer
- One one page long
- Prepares reader for your resume



# Prepares reader for your resume

- Why are you writing
- Why you are a good match for the job
- Sample of your writing abilities



# Parts of a cover letter

- Heading
- Introduction
- Body
- Closing



# Heading

- Contains your contact information
- Date of your letter
- Name of the person the letter is addressed to
  - Verify the person's title

**SAMPLE COVER LETTER**

Blaney Armstrong  
20 Talley Blvd. Building  
Fort Charlotte, FL 32940  
(844) 225-0360  
blaney@blaney.com

September 1, 2008

Cecilia Nunez  
Director of Recruiting  
Century Hospital  
227 Main Boulevard  
Fort Charlotte, FL 32952

Dear Ms. Nunez:

I am applying for the position of Practical Nurse, which was advertised on August 28, 2008, in the Charlotte Sun Herald. Please my enclosed resume, you will find that my education, experience, and background meet your stated position requirements, and I believe my strong initiative and organizational skills, combined with my ability to work in a fast-paced environment, would enable me to make a substantial contribution to your institution.

As a current student in Charlotte Technical Center's Practical Nursing Program, I will be a candidate for graduation on September 20, 2008. I have worked in long-term care for more than nine years, and as a Certified Nurse Aide, have provided care and support to all ages rehabilitation patients and long-term care residents. Both areas of practice were challenging and rewarding, and I am anxious to begin my Practical Nursing career in this arena. I am confident that my performance in this position would exceed your expectations.

I would appreciate the opportunity to meet with you to discuss how my experience can best meet your needs. If you would care to arrange an interview, I can be reached at (844) 225-0360. Thank you for your consideration.

Sincerely,  
*Blaney Armstrong*

Blaney Armstrong  
Enclosed: Resume

**Heading or Contact Information**

**Employer's Name, Organization Title, Mailing Address, City, State and Zip Code**

**Name position you are applying for and how you learned about it**

**Professional Salutation**

**Tell why you are best candidate for the job**

**Provide job information**

**Always sign the letter**

# Introduction

- Greeting
- Specify the position you are applying for
- Tell how you learned about job
- State why you are the best candidate for the job



# Body

- Use one paragraph for each one of the qualifications you want to highlight
- Give specific examples
- Make references to your resume DO NOT repeat it





# Closing

- Remind the prospective employer you are the right candidate for the job and why
- Ask for an interview
- Thank the person for taking the time to read your information
- Tell them you will follow up with a phone call



Before you send

Proofread



# Proofread

- Wait a few hours after writing the letter
- Read letter
- Give to another person to help you with proofreading



# Cover letters will change depending on the job!

