



## What is a Cover Letter?

*A Cover Letter introduces your resume and announces your availability to a prospective employer. It should indicate that you have researched the organization and are clearly interested in a position there.*

Use this checklist to ensure that your cover letter is complete:

- One page only and limited to three targeted paragraphs
- Written to someone specific, with the name and title spelled correctly
- Make sure company name and address are correct and complete
- Full spell check and proofing
- Do not staple your resume and cover letter together
- Don't forget to sign the letter
- Keep your cover letter short and to the point
- Do type a cover letter for each individual job that matches the resume
- Do not forget to follow up
- Three focused paragraphs (focused on the reader's needs, not yours)

*1<sup>st</sup> paragraph*    Should indicate the job you are interested in and how you heard about it.

*2<sup>nd</sup> paragraph*    Should relate your experience, skills, and background. Refer to your enclosed resume for details, and highlight the specific skills and competencies that could be useful to the organization.

*3<sup>d</sup> paragraph*    Should indicate your plans for follow-up.

- An accurate, well written, and personalized cover letter can help your resume stand out from the many others a hiring manager will review.

November 20, 2008

Mr. Will Hire  
Director of Personnel  
Alton Memorial Hospital  
Alton, Illinois 62002

Dear Mr. Hire

I am applying for the Registered Nurse position currently available at your hospital. I feel that my education, skills, and desire to work in this area make me a strong candidate for this position.

As you can see by my resume, my previous work experience in many different areas would be an asset to your hospital. I will be completing my nursing degree in December 2008 and am very eager to get started in my chosen field.

I would like to meet with you in the near future to discuss a position at Alton Memorial Hospital. I will call your office next week to arrange for an appointment.

Sincerely,

Anita Job  
1010 Hire Me Highway  
Alton, Illinois 62002  
(618) 555-5555  
[anitajob@gmail.com](mailto:anitajob@gmail.com)

Enclosure