

## General Content for a Cover Letter

Provided by UK's Nursing Career Resource Center  
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Your Present Address (or you may use the same heading you've used on your Resume)  
City, State, Zip Code  
Date

Mr./Ms. Name of Individual  
Job Title of Individual  
Hospital or Organization Name  
Street Address or P.O. Box Number  
City, State, Zip Code

Dear Mr./Ms./Dr. \_\_\_\_\_:

The first paragraph indicates **why** you are writing. State the position you are applying for and how you learned of it. Emphasize what you offer to the employer related to the position you are seeking (not what they can do for you). Cover letters are usually three to four paragraphs long, centered on one page, and written in a conversational style with short sentences. A cover letter should not be more than one page.

The middle paragraphs highlight the most significant information the employer will find when they read your resume. Describe your education, highlighting your specialized training, related courses, certifications, and class projects related to the job you are applying.

**It is important to read the entire Job Posting carefully**...if they state they want someone qualified with Intraortic Balloon Pumps, or Swan Ganz monitoring, or patient education, or clinical research mention that you have XX amount of years of experience in this paragraph. Briefly state your qualifications. Describe your work experience, activities, and skills which **are related to the job you are applying**. Provide specific examples of accomplishments and situations where you demonstrated these job related skills. You may also add information about your experiences or personal work characteristics not listed on your resume such as financing 100% of college education, scholarship recipient, etc. Other examples of this may be that you studied abroad, you were involved in medical mission work, or that you are fluent in a language. This could even be American Sign Language (ASL).

Summarize your qualifications and interest in the employer and the position that you have applied. Close the letter with an appropriate request for action. (Ask the employer to contact you and provide your phone number, OR indicate when you will contact them to arrange a mutually convenient time to meet.) Thank the employer for their consideration.

Sincerely,

(your signature in black ink)

Full typed name, credentials (RN, BSN, MSN)

Encl (this abbreviation means you are enclosing or attaching something which is your resume or references).

### Reminders:

- 1) Always run a spell check after creating, editing or updating your cover letter and/or resume.
- 2) Be consistent with fonts...if you used Times Roman font throughout your resume, use the same font for your cover letter
- 3) Do not staple your cover letter to a resume. Print out both on nice, bonded resume paper placing cover letter on top of resume if you are mailing it in the mail.