



Cover Letters

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A cover letter is a one-page accompaniment to your resume. It has three purposes: 1.) Provide a formal letter of introduction, 2.) Explain why you are the ideal candidate for the position to which you are applying and, 3.) Request an interview. The cover letter is an essential communication element of a professional employment search. Your resume should always be sent with a cover letter unless the job posting specifically states, "resume only". The cover letter is more than a nicety, as it formalizes the communication process and ensures it is "business-like". Cover letters are part of the communication protocols expected in a professional employment search - but generally not required for unskilled or low skilled jobs. Don't let your resume be caught without one – make sure you've got it covered!

Cover Letter Template

Your Street Address
Your City, State & Zip Code
Your Phone Number

Today's Date

Contact Person's Name
Their Title
Organization Name
Organization Street Address
Organization City, State, Zip Code

Dear Mr. or Ms. Last Name (only use "Dear Hiring Manager" if unable to obtain name),

Paragraph 1 Indicate which position you desire:

"Please accept my application for the position of... with (employer name) as listed at (name of listing service) Handshake". You may use a brief transitional sentence: "I believe my unique combination of education, work experiences, and personal characteristics makes me an ideal candidate for the position of"

Paragraph 2 Convey what makes you an ideal candidate for this position:

What do you have to offer? Discuss how your skills specifically relate to this position. Finish the sentence: "I believe I am uniquely qualified for this position because..." or "I believe I am an ideal candidate because..."

Paragraph 3 Request an interview and express thanks:

"I look forward to the opportunity of interviewing". "I can be reached at ..." "Thank you for your time."

Sincerely,

Your Signature

Your name typed below your signature

Cover Letter Sample

18 Apple Court
Kenosha, WI 53144
(262) 555-0000

August 16, 2021

Ms. Josephine Smyth
Director of Clinical Staffing
Optimal Health Solutions
1234 Wellness Street
Kenosha, WI 53145

Dear Ms. Smyth,

Please accept my application for the position of Medical Assistant with Optimal Health Solutions as listed on Handshake. I believe my medical assistant training and clinical experiences make me an ideal candidate for this position. I am committed to providing the highest quality patient care and being a vital member of your patient care team.

I recently graduated from Gateway Technical College with a Medical Assistant technical diploma. My education and clinicals have prepared me with the skills necessary to confidently perform all medical assisting duties including interviewing patients, measuring vital signs, maintaining examining rooms, and inventory, using electronic medical records, and working effectively and efficiently with other medical professionals. I thrive in a team environment with uncompromised patient care as my priority, and I am confident that I will be an immediate asset at Optimal Health Solutions if selected.

Thank you for reviewing my application. I look forward to the opportunity of interviewing with you to discuss my qualifications further. I am confident I can make a positive difference in your patients' lives. Thank you for your time and consideration.

Sincerely,

Samantha Wise

Samantha Wise

Please Note: Career and Employment Services (CES) staff at Gateway Technical College created this reference guide. Check out the CES website at www.gtc.edu/ces for additional resources. Please call (800) 247-7122 to schedule an appointment with a Gateway career counselor or student employment specialist.