

COMPONENTS OF A COVER LETTER

Components of a Cover Letter

The cover letter is your opportunity to introduce yourself to the employer and let them know what position you are interested in. Be sure to sound professional but conversational. This is not a “fill-in-the-blank” letter; rather, you should tailor your cover letter to each company and position you apply for.

Your Street Address
City, State Zip Code

Date

Recipient's Name
Recipient's Title
Company Name
Business Address
City, State Zip Code

Dear Recipient's Name,

- Specify the position for which you are applying and how you found out about the position
- If referred by a specific person, mention their name
- State your reason for applying and why you are interested
- Highlight your skills and qualifications and how you have demonstrated them
- Provide evidence of researching the organization
- Specify your work and school accomplishments and why the organization should hire you
- Refer the employer to your enclosed résumé
- Express the fact that you are qualified for the position
- Explain how you can be contacted and invite the reader to contact you
- Reiterate your interest and express your desire to meet for an interview

Sincerely,

Typed Name
Enclosure

Skip a line.

Skip a line.

Skip a line here and between each paragraph.

Skip 4 spaces between closing line and typed name for your signature.

Write “Enclosure” below typed name. This notifies the reader that your résumé and / or reference page is attached.

TOTAL PACKAGE COVER LETTER SAMPLE

123 Walking Lane
Glen Rose, TX 76442

March 24, 2018

Jane Smith
Palo Pinto General Hospital
400 SW 25th Avenue
Mineral Wells, TX 76067

Ms. Smith,

I am applying for the Summer Administrative Internship for Summer 2018 that I have researched on the Palo Pinto General Hospital web page. I am interested in pursuing a career in health care administration and the internship Palo Pinto General Hospital offers is of great interest to me and aligns with my career goals.

Throughout my jobs and involvement in campus organizations, I have shown leadership through my actions and attitude in every position although I have not held a leadership title. Engaging in a team environment has shown me that I can work well with others in addition to leading them to get the best result for consumers and the organizational goals by communicating well on what needs to be done. I continuously strive to exceed expectations for the customer's needs, the organization, and the job. Schooling has provided me opportunities in several organizations, honors courses, and the achievement of becoming a distinguished student. The skills that I have accumulated, both in school and work, will help me succeed in this internship as I further explore the opportunities within health care administration.

Volunteer work has been something I have done within my church for many years. I help with numerous activities such as Sunday nursery, Vacation Bible School during the summers, and occasional classroom help on Wednesdays for the youth. Outside of church, I assist in campus activities/philanthropy such as Tarleton Round-Up. I also have participated in Breast Cancer Awareness by helping put on Rock-out Workout. There are many other activities I am involved in within Delta Zeta Sorority that contribute to our community such as participating in the Halloween Carnival on the Tarleton campus and to our national philanthropy by putting on Turtle Tug to raise money and awareness for autism.

I have provided my résumé for further review. I am a fast-paced learner and strive to reach beyond the goal that is set for me. Palo Pinto General Hospital internship appears to be exactly what I am looking for and will allow me the opportunity to use my skills while developing new ones to achieve a career in health care administration.

Please let me know if you need further information. I can be reached at 254-555-1212 or Betty.White@go.tarleton.edu. I am anxiously excited to hear back from you.

Sincerely,

Betty White
Enclosure