QUICK TIPS TO HELP YOU WRITE AN ATTENTION-GRABBING MA COVER LETTER

- Address each letter to a specific person. Make phone calls or research online to find out who the cover letter should be addressed to. If you absolutely cannot find a name, Dear Hiring Manager will work.

- Avoid gimmicky openings. It usually isn’t a good thing to begin a cover letter with the kind of jazzy openings corporations use in direct mail pieces. While such openings might attract attention, they often come off as forced, insincere or unintentionally shallow. You’re better off simply stating in the first paragraph why you are writing and why it is in the reader’s best interest to pay attention.

- Write the way you speak. Important as it is to honor the rules of Standard English, it’s just as important in the cover letters to avoid stiff, bureaucratic jargon. Write to inform, not to impress. (Hint: If you’re tempted to use a word in a letter that you wouldn’t use in person, replace it with a word that’s more conversational.)

- Incorporate information that reflects your knowledge of the healthcare facility and the position that you are applying to.

- Check and recheck every letter you send for typos, bad grammar and spelling mistakes; usage and grammar mistakes in letters frequently turn off potential employers, regardless of your qualifications. These errors lead people to conclude that if you aren’t careful enough to avoid mistakes in your search, you’re likely to be careless when performing the job. Find someone, such as your Career Services Advisor, who’s good at proofreading, and ask that person to review everything you write. Use the tools within the technology you are typing with to initially check the document, then let an individual or two review it.

**DO**
- Address your letter to an individual
- Make the most of your opening paragraph.
- Use simple language and uncomplicated sentence structure
- Proofread your cover letter
- Keep it brief and succinct
- Be confident
- Use a business letter format
- Match your qualifications to the job requirements
- Make sure a potential employer can reach you (contact information in the closing paragraph is essential)
- Tell the employer about your skills, abilities and qualifications

**DON’T**
- Send your resume without a cover letter
- Handwrite your letter unless it is requested
- Send letters that are obviously mass-produced (photocopied)
- Be negative or too humble
- Repeat your resume
- Use company stationery
- Exceed one page
- Send a cover letter that contains any typos, misspellings, incorrect grammar, or punctuation
- Mention previous employment references in the cover letter, unless you were referred by them
Your name, address and date should appear approximately 4 spaces from the top of the page, flush left.

Your Name
Street Address
City, State Zip Code

Date (Month Day, Year)

Addressee’s Name
Addressee’s Title
Addressee’s Place of Employment
Street Address
City, State Zip Code

Salutation:

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4

Complimentary Close

Respectfully Yours,
Sincerely,
Cordially,

Name

Enclosure (if desired; state what follows, not including the cover letter)

Attachment (If you are sending an e-mail; the cover letter should be the body of the email, be sure to label your resume as your name resume, or job title resume, you may also want your resume to be a pdf, so the formatting doesn’t change)