

# Cover Letter Checklist

All resumes should be paired with a cover letter. A cover letter is a narrative which highlights your personality and experiences relevant to the job and why you are qualified. Cover letters should be customized for each job you apply for.

## ✓ Set the tone

- A cover letter is a professional document with formal language, emphasizing why you are qualified for the job. A quality cover letter will help you stand out as a top candidate, as compared to others. It can even be a deciding factor when all other elements between candidates are equal.
- 1 page, 4-5 paragraphs

## ✓ Header

- Use the same header and same font that you use on your resume.
- Center your name and use a large font since your name should be the most prominent item on your cover letter.
- Use your mailing address and the email address you use most often.
- Make sure your voicemail is set up, your voice message is appropriate, and that it is not full since a caller would not be able to leave you a message.

## ✓ Date and address

- Include the date you are submitting the cover letter (along with the rest of your application materials). Locate and include the address of the place you are applying.

## ✓ Professional greeting

- First and last name of specific person.
- If a person has a Doctorate, add a Dr. before their name.
- Other examples:
  - “Dear Search Committee”
  - “Dear Hiring Manager”
  - “Dear Hiring Committee”
  - “Dear Dr. John Smith”
  - “Dear HR Director”

## ✓ Opening paragraph

- Identify the job you are applying for. Be sure to use the position title that is included in the job posting.
- Brief summary of your related skills and experience.
- You may also explain that you are a current and include your projected graduation date, your current job status, and goals for the future (such as masters/doctoral work), if relevant.

## ✓ Body paragraph(s)

- Provide more details of your educational and work experience and connect those experiences to what you will bring to the employer if you are hired for the position.

## ✓ Closing paragraph

- Keep it short and sweet!
- Thank the employer for their time and consideration.
- Mention that they can contact you by phone or email if they have more questions or want to set up an interview.
- End with a friendly remark such as “I look forward to hearing from you soon.”

## ✓ Closing

- Thank the committee for reviewing your application materials and reiterate your interest in the position.
- Add your signature.

# Brutus Buckeye

123-456-7890 | buckeye.0@osu.edu | Columbus, OH

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January 21st, 2023

Buckeye Medical Center  
5678 Scarlet Dr.  
Buckeye, OH 12345

Dear Hiring Manager:

I am writing regarding the Registered Nurse job opening within the Emergency Department at the Buckeye Medical Center. I am currently a senior in the Bachelor of Science in Nursing program at The Ohio State University, expecting to graduate in May of 2022. I also work in the Emergency Department as a Patient Care Assistant and have been working there for two years. I believe with my skills, experience, and qualifications, I am an ideal candidate for the Registered Nurse position within your department.

With my experience and education, I have had the opportunity to learn the importance of quality patient care and have developed values in line with Buckeye Medical Center. As a Patient Care Assistant, I was primarily in the float pool, which helped enable me to become flexible and adaptable to different situations, populations, and procedures. I work with new care teams and learn different policies within the unit daily. This experience has helped equip me for new and challenging situations. I am also passionate about being a lifelong learner and value that the medical field that is constantly changing to show advancement for patient care. My experience as a Patient Care Assistant at the James Hospital has strengthened my research knowledge, too. I look forward to learning more about research opportunities and how I could be a part of the advancement of medical research, if offered this opportunity.

Thank you for your time and consideration. Please reach out to me via email or phone number if you have further questions. I look forward to hearing from you.

Sincerely,

Brutus Buckeye