



The KatieCareer Guide to Cover Letters

What is a cover letter?

A cover letter is a letter written to a prospective employer, with the purpose of explaining who you are, and how your experiences make you a qualified candidate for a specific position.

Formatting

1. **Use letter formatting**– Include your contact information, the employer’s contact information, a salutation, body paragraphs, and a signature.
2. **Try to address a specific person**- Look for the hiring manager on the job posting, website, or on LinkedIn. If all else fails, try calling the employer and ask.
 - a. Including titles (e.g. Mr., Dr., etc.) is traditional, but also assumes the recipient’s gender. Use your best judgment.
3. **Keep your cover letter to one page.**
4. **Always proofread before submitting.**

Cover Letter Heading

Katie Student

ze/hir/hirs | 2004 Randolph Ave, St Paul, MN 55105 |(123) 456-7890 | kestudent@stkate.edu

July 25, 2022

Jane Hiring, Human Resource Director
Allina Clinic
3024 Snelling Ave
Minneapolis, MN 55406

Dear Jane Hiring:

The heading, at the top of your cover letter, should include the following:

Your Contact Information: Name, address (optional), email address, and phone number

Employer’s Contact Information: List the hiring manager’s name and title, organization name, and address information of the employer

Salutation: Address your letter to a specific person

You can match the heading of your resume to the heading on your resume, but make sure the correct information is included.

Cover Letter Signature

| |
|---------------------------|
| <u>Signature Example:</u> |
| Best Regards, |
| <i>Katie Student</i> |
| Katie Student |

The signature is at the bottom of the cover letter. It should include a sign off (e.g. “Sincerely,” “Best Regards,” etc.), and your name. You can include a handwritten signature, but that is optional.

Writing a Cover Letter

Cover letters should be tailored to each position you apply for.

But, that doesn’t mean you have to start from scratch each time. Try to create a general guideline for yourself to follow when writing. Follow these steps to create one for yourself.

Try to think of a cover letter as an argumentative five paragraph essay– you want to start with a hook, state a thesis, provide evidence, and then write a conclusion. **This document is meant to serve as a general guide**—feel free to make your cover letter more personal to yourself.

Paragraph One: *The Introduction Paragraph (2-5 sentences)*

This paragraph should answer the question: *“Why are you interested in X specific job?”* This is your chance to make a good first impression.

Sentence One: “Hook” the reader into the letter, without straying too far off topic. Think about a mutual connection, a belief statement, or express passion for what you do.

Example: *“As a nurse practitioner who specializes in pediatric care, I see the importance of taking time to make connections with each client in my care.”*

Sentence Two: Purpose of writing the cover letter (e.g. what job are you applying for? At what company?). Integrate reasons why you're interested in the organization or position.

Example: *"I hope to be able to enhance your company's innovative human resource services in the Employee Advocate position at Amazon."*

Sentence Three: Thesis statement—What qualities/experiences do you uniquely bring to the position? Try to encapsulate 3-4 required or preferred qualifications for the position.

Example: *"My work experience, coupled with my academic preparation, makes me an excellent candidate for a Brokerage Operations position."*

Middle Paragraphs: *The Body Paragraphs* (3-5 sentences, 1-2 paragraphs)

This section should answer the question: ***"How are you qualified for this job?"*** With your body paragraphs, you want to list not only qualifications, but specific instances where you demonstrated those skills. And, you want to explain how that skill is relevant to the job you're applying for.

Sentence One: State the main idea of your paragraph—what skill or quality are you focusing on? Ensure that this skill or quality aligns with the required or preferred qualifications in the job description.

Example: *"I have spent the last year as the Graphic Design Intern at St. Catherine University, where I specialized in social media content creation."*

Middle Sentences: Provide evidence for your claim. How have you used that quality or experience previously?

Example: *"In this role, I was able to harness my knowledge of organizational life cycle theory in a large corporate setting in order to maximize our team's productivity. I personally designed and implemented a new system of interdepartmental communication. As a result of this work, our location reported the highest monthly sales numbers in the company for three months in a row."*

Final Sentence: Connect your examples to a specific requirement for the position you are applying for.

Example: *“Working as a Fashion Merchandising Intern at Evine would allow me to continue to apply my knowledge of advanced construction methods and sustainable product development for a company that I value and respect.”*

Closing Paragraph: *The Conclusion* (1-3 sentences)

This paragraph should answer the question: “Why you (over another qualified applicant)?” The last paragraph is meant to summarize your main points, in a way that demonstrates that you are the best candidate for the position. How do you uniquely stand out from other applicants?

Sentence One: Reiterate your qualifications and interest in the company

Example: *“I am confident that my skills and drive fit this position well, and I would bring positive and professional energy to Greenspring Media.”*

Sentence Two: State your interest in an interview, or in next steps of the job application process.

Example: *“I look forward to meeting with you to discuss how my qualifications and experience would be an asset to your team.”*

Sentence Three: Thank them for their time and consideration.

Example: *“Thank you for your time and consideration.”*

Katie B. Nurse

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August 16, 2022

Harold Hiring, Human Resource Director
Regions Hospital
640 Jackson St,
St. Paul, MN 55101

Dear Harold Hiring:

As the child of a 30-year employee at Regions Hospital, I have extensive understanding of the importance of the work you do. I hope to use my knowledge of your Hospital's history and mission in the Nursing Internship program at Regions. I have a deep respect for your organization, and I believe that my education in client care and my clinical experience make me an excellent candidate for this position.

I am currently enrolled as a second year nursing student at St. Catherine University, where I have specialized in maternity care techniques. I had the opportunity to apply this knowledge during my 100 hours in the Maternity Unit in Fairview, where I was able to assist with the labor of 10 mothers. Through dedicated service, I was able to establish rapport with the clients while learning to understand their emotional needs, which allowed for a calming environment during the mother's labor. This is one example of my holistic approach to client care, which aligns well with Region's view of care as "Head + Heart, together." Additionally, I have extensive experience working within long-term care settings, where I had the pleasure of working closely with folks with varying levels of functioning. In this role, I was nominated employee of the month for my ability to go above and beyond for the clients. I hope to use this same passion in the care of the clients at Regions Hospital.

If there is any additional information that would be helpful as you consider my candidacy, please let me know. Thank you for your consideration, I look forward to hearing from you.

Best Regards,

Katie B. Nurse

KATIE ECONOMICS

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keeeconomics000@stkate.edu

October 18, 2022

Mx. Taylor Smith
Assistant Manager of Finances
Deloitte
50 South 6th St Suite 2800
Minneapolis, MN 55402

Dear Mx. Smith:

Thank you for the opportunity to meet at the St. Catherine University Meet and Greet this past Fall. Our conversation about bridging valuation gaps left me more excited than ever about the prospect of obtaining a Workday Financials Consultant position at Deloitte. I am eager to learn more about opportunities within your department, and hope to bring my professional demeanor and expertise in relationship-building to your organization.

Deloitte is well-known for being a company focused on providing stellar experiences to clients. I believe that my strong communication and analytical skills would enable me to provide superior customer service and attend to client needs with accuracy and detail. I am accustomed to handling multiple projects simultaneously, and have frequently exercised this ability in both my paraprofessional position as a Resident Assistant at St. Catherine, and in my current internship at Wells Fargo. In both of these positions I have been responsible for providing comprehensive customer service to diverse constituencies, for planning and organizing programs and events, and for positively contributing to a team effort.

I would welcome the opportunity to meet with you to further discuss open positions in your department, and how my experiences and qualifications align with the company's long-term goals. If there is any additional information I can provide, do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Katie Economics

Katie P. Therapy, DPT

St Paul, MN | 651 333 0000 | katieptherapy@stkate.edu

July 18, 2022

Ms. Maria Sanders, D.P.T
Manager, Physical Therapy
Good Samaritan Society
1201 17th St NE
Austin, MN 55912

Dear Ms. Sanders:

As a physical therapist who specializes in geriatric care, I appreciate organizations that put care and consideration at the core of their organization, which is why I am excited to submit my name for consideration for the Physical Therapist position at your Austin location. Julie McLain, a current Physical Therapy Assistant with Good Samaritan Society and a graduate of St. Catherine University encouraged me to apply. I hope to have the opportunity to utilize my education and organizational skills to help improve the lives of those in your care.

My studies in St. Catherine's Doctorate of Physical Therapy program was focused on techniques for patient recovery, where I specialized in conducting microwave diathermy. In this program, I completed extensive fieldwork experiences, working with a variety of patient groups. During this experience, I found my passion for supporting folks whose conditions limit mobility. During my time as a Physical Therapy Assistant, I was able to improve accessibility to our services by designing a new at-home service for our clients. This out-of-the-box thinking is just one example of the creativity I can bring to your team.

I would welcome the opportunity to further discuss my qualifications with you. I will contact you this week to see if I may provide additional information that would be helpful as you consider my candidacy. Thank you for your time and consideration.

Sincerely,

Katie P. Therapy

Katie P. Therapy, DPT

K. CALEB TEACHER | (HE/HIM) | KETEACHER@STKATE.EDU | (123) 456-7890

December 1, 2022

Dr. Sue Jones
Assistant Superintendent
Robbinsdale Area School District
4148 Winnetka Ave N.
New Hope, MN 55427

Dear Dr. Jones:

As an avid MPR listener, I recently heard the interview with Robbinsdale Area Schools' superintendent, where they outlined your districts' commitment to integrating diverse views and experiences into the curriculum. It is for this reason that I am inquiring about your district's teaching positions for Fall 2023. As an upcoming elementary education graduate from St. Catherine University, I hope to use my expertise in coaching, and fluency in Spanish, to help implement this innovative curriculum.

As indicated in my resume, I am currently student teaching in an urban school in St. Paul, MN. At this school, I have been challenged professionally and personally in responding to the diverse needs of a third grade, multicultural classroom. One of my most satisfying accomplishments this year has been working with a team of third and fourth grade teachers to design a new social studies curriculum that integrates multicultural competencies. We have used a variety of teaching modalities to draw in students with different learning styles, and have created lessons that allow students to address issues of diversity and difference in a respectful and supportive environment.

My academic preparation has provided me with a strong background in child development and learning styles. However, my classroom experience as a student teacher allowed me to explore my genuine love for learning, and gave me the opportunity to instill that love in my students. In addition to the students, I have been able to develop positive rapport with parents and school resource professionals to better enhance students' support systems. My references will speak to these abilities in more detail.

I am very excited about this opportunity and I look forward to hearing from you soon. If there is any additional information that would be helpful as you consider my candidacy, please let me know. Thank you for your consideration.

Best Regards,

Caleb Teacher

Katie Firstyear | St. Paul, MN | kefirstyear@stkate.edu | 123 456 7890

May 5, 2023

Marketing Team Hiring Manager
The Arc Minnesota
641 Fairview Ave N Suite 195
St. Paul, MN 55104

Dear Marketing Team Hiring Manager:

I was pleased to discover the Marketing & Communications Internship position listed on the MN Council of Nonprofit's website recently. I deeply resonate with The Arc Minnesota's commitment to intersectional social justice frameworks, and I would love to be a part of the team that supports the disability community. I believe that my collaborative communication style and my organization skills make me an excellent candidate for this position.

I am currently studying Communication at St. Catherine University, where I have focused on learning the psychology behind core marketing techniques. In this program, I have honed my artistic communication styles through engaging in practice marketing campaign projects utilizing various graphic design software, including Adobe Photoshop and Procreate. Outside of the classroom, I have also developed strong verbal communication skills through my experience with mentorship. As a camp counselor, I was responsible for maintaining the emotional well-being of a cohort of 15 girls. Because of my patience and engaging team-building activities, I was able to complete the month program with little to no difficulty. I believe that this skill will translate well into effectively communicating with clients.

Additionally, my previous experience with developing organizational systems at Patina developed my sharp attention to detail. In this position, I created an organizational system organized by product type rather than designer, which allowed for more efficient tracking of product data when analyzing sales. I hope to use this same accuracy when coordinating events and managing data entry for this position.

I am confident that my skills and experiences fit this position well and this would be a great opportunity for me to further develop my knowledge and skills. If there is any additional information that would be helpful as you consider my candidacy, please let me know. Thank you for your consideration, I look forward to hearing from you.

Best Regards,

Katie Firstyear