How to Write
COVER LETTERS

Cover letters are key elements in any application. It is an opportunity for the employer to get to know you, your interest in the organization, and how you will contribute to the team. Therefore, a stand out cover letter will answer two questions.

1. Why do you want to work there?
2. Why should they hire you?

To answer these questions make sure you review the employer's mission, vision and values. Think of the employer's mission as your own and the organization's values as what they look for in an employee.

Don't forget

- A cover letter is a short essay.
- It requires an introduction paragraph with a thesis statement
- One or two body paragraphs supporting your thesis
- And a conclusion.

In your introduction answer , "Why do I want to work there?" and add your thesis. For example, "You should hire me because."

The body paragraphs will highlight your experiences and skills that support your thesis.

Finally, your conclusion can be a standard cover letter closing that reiterates your interest in the position.

To help put these ideas together
review the sample cover letter below

SAMPLE COVER LETTER

INCLUDE RESUME HEADER HERE

Organization Name
Address
Address 2nd Line

Date

Dear [If possible include the hiring manager's name],

Stanford Hospital's values are in line with the kind of health care provider that I want to be—one who promotes patient self-determination and who seeks to collaborate across specialties in order to improve health outcomes. For example, their commitment to providing high-quality medical interpreter services in order to bridge gaps between healthcare providers and the families they serve is inspiring. The Start Strong series and other informational courses for patients shows a prioritization of patient education and autonomy. From my résumé, you will see that I have significant experience working in positions that require excellent communication, culturally sensitive care, and advocacy.

As a former mental health counselor and a person with a commitment to social justice nursing, I believe that I will be an asset and a leader at Stanford. I have experience working on interdisciplinary teams to achieve the best care outcomes possible for clients. In addition, I have significant experience working with escalated clients and communicating in a therapeutic manner to provide verbal de-escalation. My experience working with vulnerable populations both in the United States and in El Salvador has taught me to establish trust quickly with diverse clients through open communication, engaged listening, and a commitment to partnership. Finally, my background in grassroots organizing and national service has taught me to advocate for social change in order to eliminate social, economic and health disparities.

I would be thrilled to have the opportunity to interview and learn more about the New Graduate Residency Program at LPCH. I am happy to provide any other information that you may need. Thank you for your
time and consideration.

Sincerely,

Pat Student