

COVER LETTER BASICS

A cover letter, or letter of application, should always accompany your resume and any “official” business document - whether snail-mailed, e-mailed, faxed or uploaded into a website. It is written specifically to the employer and reflects your interest in the specific organization.

TRUMAN T. TIGER

Truman@mizzou.edu
2-64 Agriculture Building
Columbia, Missouri 65211
(573) 882-0088

If sending a hard copy of your letter or uploading it as a document, create your own letterhead by copying and pasting the heading from your resume.

July 26, 2013

The Children’s Mercy Hospital
Human Resources Department
2401 Gillham Road
Kansas City, MO 64108

Address your letter to a specific person. Do your research! Can’t find the name? “Dear Hiring Manager:” is appropriate.

Dear Ms. Smith:

I am interested in employment with The Children’s Mercy Hospital upon graduation. In December 2013 I will receive my Bachelor of Science degree in Biochemistry. I look forward to using my scientific knowledge and am seeking a position as a scientist in the medical field. I am particularly interested in becoming a Research Assistant in the Cancer Pharmacology Lab.

Why are you applying? What position/action do you want?

In addition to my strong academic background as evidenced by a GPA of 3.7, I have three years of research experience, including pharmacology research in Dr. John Smith’s lab at the University of Missouri. Please note my experience with cell culture techniques and additional coursework in Cell and Molecular Biology. I have the ability to organize and direct activities effectively and was frequently complimented for being a good team member by both Dr. Smith and other lab members. With a strong interest in medicine, I am excited to apply my lab skills in a clinical setting.

Tell the reader why YOU should be hired! What are your top three unique qualifications?

I can come to Kansas City at your convenience. I will contact you next week to confirm that you have received my application and look forward to the possibility of my association with your hospital.

Sincerely,

(Allow four spaces for your signature if a scanned or printed letter. Sign in pen—black or blue ink.)

Action! Unless a posting specifically states NOT to, follow-up!

Your Name
Enclosure