

COVER LETTERS & MORE



A cover letter serves as an introduction to your resume and allows you to convey your interest for a specific position.

General Guidelines

- **Research** the organization to discover its needs and the desired qualifications for applicants.
- **Identify** qualities you possess that the company is seeking and provide examples that demonstrate these qualities.
- **Connect** selected skills/experiences/keywords on your resume to the job description and employer expectations.
- **Expand** on these points by providing specific details or examples.
- **Convey** enthusiasm and set a positive tone.
- **Address** letters to an individual by name and title, if possible. You may have to do research to identify who to address it to.
- Limit your cover letter to **one page**.

Sentence Starters

Introduction Paragraph:

First sentence:

- You're looking for a _____ who can _____. Look no further!
- Your ad for a _____ grabbed my attention
- Please accept my application for _____
- I learned about your need for a _____ from _____
- I am very interested in the position of _____ listed in the _____
- Please consider my qualifications for the _____ position

Second sentence:

- This position is of particular interest to me because _____
- I have a strong interest in _____
- It is important to me to work for a company that _____
- I am especially excited about this position because _____
- The skills and qualifications you mention closely align with my experience in _____ field

Body (1-2 paragraphs):

Outline your strongest qualifications that match the position requirements. Provide evidence (or a specific example) of your related experiences and accomplishments.

- You mentioned your need for _____
- For the past _____ I have _____ (skill or experience) _____ at _____ (company) _____
- In _____ (time) _____ I will graduate from _____ (school) _____ with a _____ (diploma, degree, etc.) _____ in _____ (program/major) _____
- In my clinical experience at _____ I learned _____ (concepts, skills, software, etc.) _____
- My favorite class in school was _____ where I learned about _____ and how to _____
- In my job as a _____ at _____ I needed to _____, and I did so enthusiastically every day with proven results

Conclusion:

- I would welcome the opportunity to visit with you in person about how my qualifications fit the needs of _____ (job title or company name)
- Enclosed is my resume for your review and consideration
- I believe I am an excellent candidate for _____ and look forward to meeting with you
- I look forward to hearing from you regarding an interview
- Thank you for your time and consideration

Thank-You Note/Email

- Write a thank-you note/email to all prospective employers after an interview or contact.
- This letter/note is a basic courtesy that can help you stand out among candidates.
- Mention something specific that you especially appreciated.
- Also, write a note to anyone who assists in your search.

WRITING YOUR COVER LETTER



John B. Ennie

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March 4, 20XX

Internship Director
Washburn Center for Children
1100 Glenwood Avenue
Minneapolis, MN 55405

Dear Mr./Ms./Dr. _____,

I am writing to apply for the Child/Adolescent Behavioral Health internship offered by the Washburn Center for Children which I found on the Minnesota Council of Nonprofits website. I am confident that I have the desired skills and abilities to establish strong rapport with the clinical staff members, children and adolescents in the Behavioral Health Clinic.

As a current junior at St. John's University working towards my Bachelor of Arts degree, I am majoring in psychology and plan to practice clinical psychology. Through my Abnormal Psychology course, I've enjoyed drawing intuitive connections between what I have learned in the classroom and what I will learn in the clinical setting. My experiences outside the classroom demonstrate my passion for working with children in a variety of settings. This past summer, I worked at Camp Buckskin where I facilitated group sessions on strengthening social skills and improving overall self-concept. In my roles as a Special Education substitute paraprofessional and a Special Education teaching assistant, I further strengthened my skills in working with children and adolescents living with special needs. I properly assessed children I worked with in one-on-one settings and interpreted their reactions in order to provide them with the tools and understanding needed to further their development. Additionally, as a Peer Mentor for adolescents with special needs and a Special Olympics coach, I utilized effective therapeutic techniques to help children problem solve and explain their emotions.

I believe that my strong experiential background will inform my work with children and adolescents as an intern with Washburn Center for Children. The strides that this program accomplishes with each and every one of their patients is exemplary to say the least. The prospect of initiating and developing strong relationships with a diverse population, along with the possibility of participating in patient testing, assessment, therapy, and research projects are both exciting and very unique opportunities.

I have attached a copy of my resume for your review and look forward to meeting with you to further explore the contributions I could make as a Child/Adolescent Behavioral Health Intern. Thank you for your time and consideration.

Sincerely,

John B. Ennie

John B. Ennie

Introduce Yourself

Introduce yourself and make them want to read more! Say who you are, the position you're applying for, and summarize your case.

Provide Evidence

Showcase why you are the perfect fit by summarizing your education, skills, and experience relevant to the position.

Demonstrate Passion

Demonstrate you know the company's mission, products/services, and trends. Connect your skills, experiences, and goals to the research to demonstrate how you could add value to the company.

Close with Thanks

Reaffirm your interest and thank the reader for taking the time to consider you for the position.

Next step...

- Have your cover letter reviewed by a career mentor.
- Review additional cover letter resources in the [Experience Hub Canvas Course](#).

