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.
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

Next step...  
- Have your cover letter reviewed by a career mentor.  
- Review additional cover letter resources in the XPD Canvas Course.