**Why Write A Cover Letter?**

Cover letters add value to resumes by demonstrating your interest in the position, showing your written communication skills, highlighting your unique job qualifications, and articulating why you would be a good fit with the organization.

**SAMPLE COVER LETTER**

**Introduction**

- Why are you applying for that position and company?
- Summarize your qualifications and fit for the position.

**Body**

- Clearly demonstrate why you’re a good fit.
- Highlight 2–3 key skills, experiences, or qualities that will make you successful in the role.
- Give a concrete story or example of how you’ve used the key skills in the job description.

**Closing**

- Thank the reader for the time he or she took to read your application and resume.
- The last sentences should articulate what you want to happen next — you would like to set up an interview.

**WHAT GOES IN A COVER LETTER**

Dear Ms. Stillwell:

I am pursuing the New Graduate RN Residency Program at UCLA. My personal goal is to become a nurse that brings evidence-based practice and compassionate care to the bedside. I believe that receiving expert training at your Magnet Recognized hospital and joining your collaborative, patient-centered, interdisciplinary healthcare team will contribute to that goal. My clinical nursing experience of over 1,200 hours and my background in hospitality and customer service as a waiter have prepared me to integrate my nursing knowledge with my value for meeting the needs of clients, and thus meet UCLA’s value of CICARE.

My hope in working at UCLA Health is to offer holistic care to pediatric patients and their families. In the fall of 2016, I was thrilled to be placed on the medical unit at Children’s Hospital of Orange County (CHOC) under the direct supervision of a nurse preceptor. During this rotation, it became my routine to begin the shift by updating the family on the plan and providing teaching. Beginning the shift this way enabled me to focus on abiding to and identifying necessary changes in the plan of care. Furthermore, including the family in the plan gained their confidence in me and prompted a sense of teamwork.

I know that UCLA’s Pediatric Unit is the only inpatient unit that serves the Santa Monica area and am prepared to care for patients in critical condition. I have the ability to enter into complex patient scenarios, develop a plan and act quickly. For instance, in the ICU, I identified a patient with a myocardial infarction, initiated MONA protocol and enabled the patient to get to the cardiac catheter lab in time to have a bypass graft.

I am confident that my clinical experience and commitment to respectful and compassionate patient care will enable me to contribute to the mission of UCLA Health Careers. Thank you for your time and consideration, and I look forward to hearing from you.

Best,

Evan Emerson
Cover Letter Tips

Do Your Research

Researching the team, organization, and industry demonstrates interest and diligence. Use the company’s website, LinkedIn, and/or have an informational interview with an employee to gain insight on the company culture and clarity about the position.

YOU CAN DO THIS BY:

• Addressing the letter to a specific hiring manager.
• Expressing 2-3 things that interest you about the field, organization, and team.
• Demonstrating understanding of the position by using keywords from the job description and highlighting the main skills required.

Network & Follow-up

Many people make the mistake of submitting a resume and cover letter and then waiting to hear back. Remember, resumes and cover letters are just part of a successful job search. How you engage in-person will land you the job.

SAMPLE COVER LETTER

Biola Betty

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May 14, 2019

Roberta Jefferson
NBCUniversal Media, LLC.
10 Universal City Plaza
Universal City, CA 91608

Dear Ms. Jefferson:

My meticulous knack for details and inquisitive nature is brought to life through data-driven research and precisely shown through my editorial pieces. As a journalism major at Biola University, I have been provided with an education that focuses on integrating content and media into a fully-developed narrative. Along with my education, I have written for our on-campus student publications and served as the editor-in-chief this past school year. NBCUniversal Media is one of the world's largest media and entertainment companies, and I am writing to express my strong interest in joining NBCUniversal as a Digital Journalism Intern this coming fall term.

I believe that I am not only qualified for my academic rigor and work experience, but also qualified because of my passion for producing and editing quality content. As editor-in-chief of our school newspaper, The Chimes, this year, I had the opportunity to inspire our staff writers and editors to investigate crucial topics, gain multiple perspectives, and write each word, line and punctuation mark with a purpose. Under my leadership, our team was nominated for “Story of the Year,” “Photo Excellence,” and “Multimedia Story of the Year” by the Associated Collegiate Press.

Over the years, my identity as an editor, writer and reporter has been compiled by unwritten stories and uncovered data. I believe this is what makes me a competitive candidate for this internship. Working with experienced digital journalists from NBCUniversal will undoubtedly be an inspiring and unique opportunity for me to further develop my identity into a career. Thank you for your consideration of my application, and looking forward to hearing from you!

Best,

Biola Betty
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