



# Cover Letter

## What is a cover letter?

A cover letter is a form of communication that introduces your resumé to its recipient. By accompanying a resumé with a cover letter, you can let a prospective employer know what job you are interested in and how you came to know about it. A cover letter is used to highlight the parts of your resumé that show why you are qualified for the job.

## Why is using a cover letter important?

A cover letter serves as an important component to the application process. Including a cover letter completes the package of your interest in a position and communicates your objective to obtain an interview. Cover letters serve as a way to summarize your resumé and tailor your qualifications specifically to the job you are applying for.

## Examples

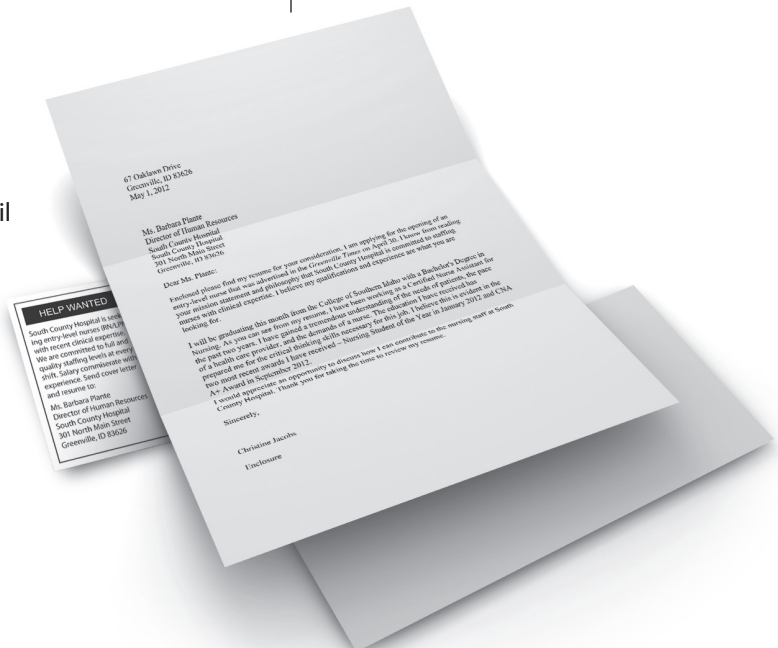
- Cover letter mailed with a resumé
- Cover letter included as part of a portfolio
- Cover letter included in the body of an e-mail
- PDF version of a cover letter sent via e-mail as an attachment

## Goal

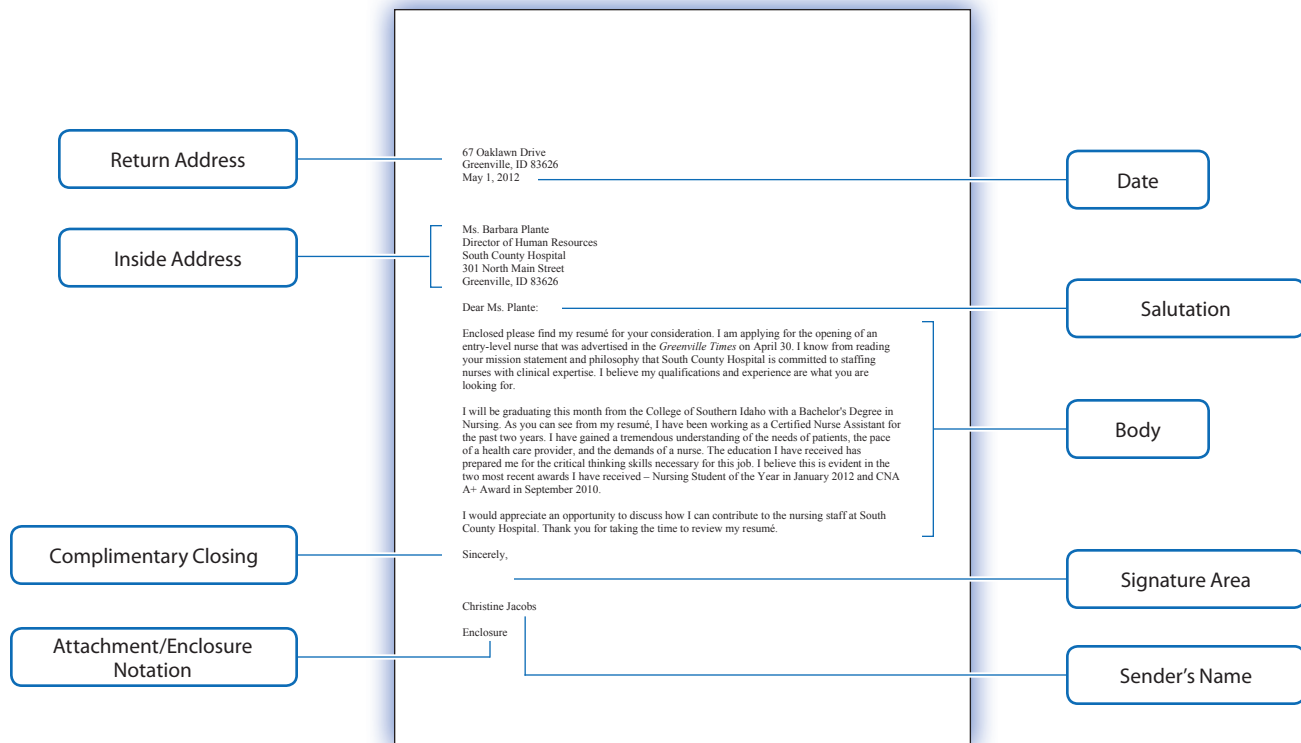
Use word processing software to learn and practice how to create and format a cover letter.

## Skills

- Understanding the parts of a cover letter
- Using proper block style business letter format
- Using correct line spacing
- Setting margins



## Cover Letter



Parts	Description
<b>Return Address</b>	The address of the person sending the letter (sender). Includes the street address, city, state, and zip code. Note: The return address does not include the sender's name.
<b>Date</b>	The date the letter is written.
<b>Inside Address</b>	Includes the following information of the person receiving the letter: courtesy title (Mr., Mrs., or Ms.), first and last name and his/her job title (if applicable), company name (if applicable), street address, city, state, and zip code.
<b>Salutation</b>	Includes the greeting (opening) of the letter, followed by the receiver's courtesy title and last name.
<b>Body</b>	The introductory paragraph includes the title of the position you are applying for and how you learned of this position. The following paragraph(s) include reference to the enclosed resumé and emphasis on your personal qualifications which directly relate to the position you are applying for. The last paragraph thanks the employer for his/her time and for considering you for the position.
<b>Complimentary Closing</b>	Typically includes a closing phrase and is used to show respect and appreciation for the person reading the letter.
<b>Signature Area</b>	The space for the sender's signature.
<b>Sender's Name</b>	Includes the sender's first and last name, followed by his/her job title (if applicable).
<b>Attachment/Enclosure Notation</b>	Indicates another document is attached or enclosed with the letter.

## 9

## Cover Letter

## Scenario

In Document 8: Resumé, Christine Jacobs was preparing her resumé for a job posting she saw in the *Greenville Times* for an entry-level nursing position. Her cover letter will complete the application package she intends to send to South County Hospital. In preparation for submitting her credentials, Christine researched South County Hospital's nursing department to find out their philosophy and mission. She also called the hospital to get the correct name and spelling of the Human Resource Director so that the letter would be addressed to a specific person.



## Document Setup

<b>Start Up</b>	Using word processing software, create a NEW document.
<b>File Name</b>	Save the file as: Doc9_Practice
<b>Orientation</b>	Portrait
<b>Margins</b>	Top 2", Left 1", Right 1", Bottom 1"
<b>Line Spacing</b>	Single, no additional spacing before and after paragraphs
<b>Font, Size</b>	Times New Roman, 12 pt.



## Instructions

1. Follow the Document Setup instructions provided.
2. Refer to the Practice Document as you follow the instructions below.
3. Key the return address and date shown, then quadruple space.
4. Key the inside address, then double space.
5. Key the salutation, then double space.
6. Key the body of the letter in single space, then double space between paragraphs.
7. Key the complimentary closing, then quadruple space.
8. Key the sender's name, then double space.
9. Key the enclosure notation.
10. Carefully proofread your work for format and grammatical accuracy.
11. Resave the file.
12. Print a copy of the document if required by your instructor.
13. Sign the sender's name in the signature area if required by your instructor.

Document 9: **Cover Letter**

LEFT 1"

TOP 2"

RIGHT 1"

67 Oaklawn Drive  
Greenville, ID 83626  
May 1, 2012

Ms. Barbara Plante  
Director of Human Resources  
South County Hospital  
301 North Main Street  
Greenville, ID 83626

Dear Ms. Plante:

Enclosed please find my resumé for your consideration. I am applying for the opening of an entry-level nurse that was advertised in the *Greenville Times* on April 30. I know from reading your mission statement and philosophy that South County Hospital is committed to staffing nurses with clinical expertise. I believe my qualifications and experience are what you are looking for.

I will be graduating this month from the College of Southern Idaho with a Bachelor's Degree in Nursing. As you can see from my resumé, I have been working as a Certified Nurse Assistant for the past two years. I have gained a tremendous understanding of the needs of patients, the pace of a health care provider, and the demands of a nurse. The education I have received has prepared me for the critical thinking skills necessary for this job. I believe this is evident in the two most recent awards I have received – Nursing Student of the Year in January 2012 and CNA A+ Award in September 2010.

I would appreciate an opportunity to discuss how I can contribute to the nursing staff at South County Hospital. Thank you for taking the time to review my resumé.

Sincerely,

Christine Jacobs

Enclosure

BOTTOM 1"