



Career Development

Cover Letter Basics

PURPOSE OF A COVER LETTER

- Should enhance your resume. The cover letter introduces you to the reader, indicates the job for which you are applying, and gives supporting information on why you are qualified for the job.
- You should include a cover letter with your resume. A well-written, targeted cover letter will increase your chances of being invited to an interview.
- Assume you need a cover letter so you are not left creating one at the last second.

ESSENTIAL PARTS OF THE COVER LETTER

1st Paragraph – The Opening

- Identify the job for which you are applying, how you found out about the job (referral, research, advertisement, etc.) and a brief statement indicating your interest in the position.
- Introduce the themes that you will elaborate upon in the second and third paragraphs. For example, perhaps you will expand upon your educational qualifications and related experiences.

2nd and 3rd Paragraph – The Body of the Letter

- Your job is to convince the reader that you can perform those tasks which the employer requires.
- Mention why you want to work for this particular company. Do research on them.
- Give concrete examples, why you will be successful in this job at this company.

4th Paragraph – the Close

- End with a brief summary statement and that you look forward a possible future interview.
 - Include your contact information. End your letter with a closing such as “Sincerely.”
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- Review the various cover letter samples below for ideas on formatting and phrasing. While specific majors may not be listed, the strategies shown can be adapted for any field.
 - Remember, these examples are provided for guidance only—please adapt them to reflect your unique experiences and skills.

PARAGRAPH STYLE COVER LETTER (Internship)

Your information

15 Broad Street
Lansdale, PA 19446

March 7, 2024

Employer's information

Dave Saunders
Point Laboratories
123 Main Street, Suite #3
Lansdale, PA 19446

Dear Mr. Saunders:

I am writing in reference to the Lab Tech Internship position at Point Laboratories that was listed on Handshake through the Gwynedd Mercy University Career Development office. This position appeals to me because it would allow me to combine the knowledge I have gained through my college science courses with my strong interest in pharmaceutical laboratories.

I am currently a junior at Gwynedd Mercy University, working on my Bachelor of Science degree in Biology. Some of my strengths include being a self-motivated hard worker. As a biology student, I am often required to work independently on my laboratory projects requiring me to be accurate and consistent as I work. In addition, I am able to successfully maintain a good grade point average while working part-time to earn money for my college tuition and also remaining involved as a campus leader. I am currently the Vice President of the Biology Club and am a member of the Student Government Association.

I have developed and enhanced several skills during my work in those leadership activities including teamwork, multi-tasking, problem solving, critical thinking and communication. These skills, combined with my educational background in biology, make me an ideal candidate for this internship position at a well-respected laboratory. Through my research I noticed that Point Laboratories frequently comes up with new and meaningful products and methods. That is one of my strong suits, as I often lead my lab partners at school in thinking outside the box.

I feel strongly that my diverse experience has prepared me to perform successfully in this role. I welcome the opportunity to further discuss my qualifications. Please feel free to contact me at 215-646-7300 or griffin.kimgmercyu@gmail.com. Thank you for your time and consideration. I hope to hear from you.

Sincerely,

Kim Griffin

PARAGRAPH STYLE COVER LETTER (New graduate)

Taylor Student
45 Maple Avenue
Ambler, PA 12345
(215) 646-7300

April 22, 2025

General Hospital
234 Broad Street Ste. 123
Philadelphia, PA 54321

To Whom It May Concern:

While job searching on your hospital's website, I was excited to learn about an opening for a Registered Nurse in pediatrics at General Hospital and I would like to express my interest in applying for this position. I will be graduating in May 2025 with a Bachelor of Science in Nursing from Gwynedd Mercy University (GMercyU).

As a nursing student at GMercyU, my clinical rotations have provided me with the experiences and skills needed to begin my career as a registered nurse. Through my rotation in pediatrics, I have gained experience with working with children, their families, and other medical professionals. My commitment to providing high-quality patient care and eagerness to continue learning would help me succeed in this role. Additionally, my values and interest align with your Mission Statement of "meeting the health care needs of the communities we serve and to improve the quality of life for all people."

In addition to my educational background and clinical experience, my volunteer work at Abington Hospital has also prepared me well for a career in healthcare. Since my senior year of high school, I have volunteered in several areas of the hospital including pediatrics and maternity. I am interested in joining the staff at General Hospital to "work together as a system to deliver high-quality, compassionate care and keep our patients, employees, and medical staff safe."

I am very interested in starting my career at General Hospital and would welcome the opportunity to speak with you in person about my qualifications. I will be following up early next week to make sure my materials were received. Thank you for your time and consideration.

Sincerely,

Taylor Student

BULLET STYLE COVER LETTER (Experienced candidate)

123 Main Street
Gwynedd Valley, PA 19437

May 2, 2024

Frank Jones, Business Manager
Project Industries
7000 Hancock Street
Lansdale, PA 19446

Dear Mr. Jones:

I am introducing myself as a candidate for the Marketing Director position at Project Industries that was recently listed on your website. I am currently the Marketing Assistant at Ambler Financial. I have dedicated a significant part of my professional experiences to the areas of marketing, public relations and event planning. I believe my professional experience and educational knowledge would help me succeed in this position and be a valuable contributor to Project Industries.

In my current position as the Marketing Assistant, I manage the marketing operations and our staff in a team-based environment. I am responsible for analyzing and assigning all work to the staff, as well as problem resolution pertaining to our customers and products. I have proficiency in several areas you mention in your job posting. Specifically, I have:

- Flexibility to manage multiple tasks to a successful conclusion.
- Solid verbal and written communication skills with internal and external clientele.
- Excellent organizational skills with meticulous attention to detail.
- Proficient leadership competencies in public speaking, taking initiative and team collaborator.

As the Marketing Assistant, I have developed excellent leadership skills in a team environment, which I utilize daily to assist my team in achieving our company's goals. "As a small firm specializing in marketing and public relations solutions," your organization is suited to my individual strengths and skills. Throughout my work experience I have focused on creating effective and individualized marketing plans for each company/product.

I feel strongly that my experiences working in marketing along with my recent educational exposure to business and communication theory and practice have adequately prepared me to perform successfully in this position. I welcome the opportunity to further discuss my qualifications for the Marketing Director position. Please feel free to contact me by phone (215-646-7300) or email (Johnson.markgmercyu@gmail.com) at your convenience. Thank you for your time and consideration; I hope to hear from you.

Sincerely,

Mark Johnson

LETTER OF INQUIRY

* Use this letter to reach out to employers about positions that are not officially posted. A letter of inquiry is similar to a cover letter, but it asks about possible job opportunities rather than responding to a specific job announcement.

Your Street Address
City, State Zip Code
Telephone Number
Email Address

Month, Day, Year

Mr./Ms./Dr. First Name Last Name
Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

- **Opening paragraph:** State what position you are inquiring about; how you learned of the organization or position, and when you will be qualified for the position.

Example:

While researching mental and behavioral health facilities in Montgomery County I came across The Horsham Clinic, which immediately caught my interest for a potential position. I believe there would be a good fit between my skills and interests and your needs. I will be graduating with a Bachelor of Science in Psychology in May 2025.

- **Middle paragraphs:** Tell why you are interested in the position or type of work the employer does. Demonstrate that you know enough about the position by relating your background to the employer or position and mention specific qualifications which make you a good fit for the employer's needs.

Example:

As a psychology student I have completed courses such as Abnormal and Developmental Psychology and Biopsychology along with Introduction to Criminal Justice. In these courses I have gained knowledge of behavioral changes and disorders and trauma associated with children and adolescents. This knowledge will aid me in working with children and adolescents at The Horsham Clinic. Additionally, my work experience as a Respite Provider with Child and Family Focus Inc. has helped improve my knowledge and skills in the areas of working with children with emotional and behavioral changes.

- **3rd paragraph:** Would like the opportunity to learn more about their opportunities or hiring plans.

Example:

I would appreciate the opportunity to discuss a position with you. I feel strongly that my experiences, skills and knowledge have adequately prepared me to perform successfully in a position with your organization. I welcome the opportunity to further discuss my qualifications. Please feel free to contact me by phone (phone number) or email (email address) at your convenience.

Sincerely,

Your name