

COVER LETTERS

What is a cover letter?

A cover letter accompanies a résumé or CV being sent to an employer for a specific position that a candidate is applying for. A well-written cover letter highlights detailed aspects of your background which best suit the employer's needs. The cover letter should expand on portions of the resume, but should not be repetitive. An effective cover letter will capture the reader's attention and help you obtain an interview.

How do I write a cover letter?

First Paragraph:

The opening paragraph explains **why** you are writing the letter. State your purpose, identify the position you are applying for, and how you learned about the opening. If a person known to the organization referred your name, include the person's name and the connection in this paragraph.

Second Paragraph:

It is in this paragraph that you **tailor** the information provided on your resume to the job posting. Make sure that you highlight relevant skills. This is where you tell the employer why you are a strong candidate for the position. Be sure to not only include skills, but explain why they are relevant to the position.

Third Paragraph:

Explain to the employer why you are the right fit. What do you have that other candidates may not possess?

Closing Paragraph:

Thank the reader. You can include information as to how they can follow-up with you.

Additional Considerations

Length: Limit to **one page** ONLY. Try to keep the text to $\frac{3}{4}$ of the page.

Presentation: Your cover letter is your first impression to any employer. A cover letter is also a very important reflection of your communication skills. A WELL-written cover letter will create interest and entice the employer to read your resume. A POORLY written cover letter will do the opposite, and may create an impression to the employer of a sloppy and unmotivated person. **PROOFREAD YOUR LETTER TO MAKE SURE IT IS ERROR-FREE!**

Font Style & Size: The font you choose should be easily read and the same as in your resume. Font size should be no more than 2 point sizes larger or smaller than your résumé (and should always be between 10 and 12 points).

Please contact Maggie McMorrow, Assistant Director of Student Affairs and Career Services, for specific questions and to review any career materials! Maggie.McMorrow@tufts.edu

COVER LETTER SAMPLE

Ima Student
123 Street Name
Boston, MA 02111

Employer Name
Practice Street Name
City Name, State Zip Code

June 12, 2020

Dear Dr. Smith,

After speaking with you at the Spring Career Fair, I am very interested in applying for the associate position at Smith & Associates. The opportunity to serve patients of all ages in a suburban environment fits my interests well.

My clinical training has given me a strong foundation in treating pediatric, adult and elderly patients with various medical complexities. I have developed diagnostic and clinical skills in all fields of dentistry including prevention, periodontal, restorative dentistry, and pediatric dentistry. I also have exceptional communication skills, and value the importance of effective communication between the staff and other practitioners on the team. My position as a clinical TA has helped me to mentor other dental students, as well as continue to further my clinical skills and knowledge.

I am confident that my skills will be a great addition to the team. I am a fast learner, but also willing to consult other team members in order to further learn and grow. I hope that I can work with Smith & Associates so that I can grow as a provider while offering the full range of comprehensive dental care service to all patients. I have always felt a connection to the Chinatown community and am excited at the prospect of returning to my hometown to practice.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Ima Student

Please contact Maggie McMorrow, Assistant Director of Student Affairs and Career Services, for specific questions and to review any career materials! Maggie.McMorrow@tufts.edu