

Cover Letters

Enhance your application and prove that you're a good fit for the organization

- Proofread your letter to ensure it is error-free
- Do not restate your resume
- Save the file as a PDF (unless otherwise stated in the application instructions)
- Include your name in the document title (Taylor_Katherine.pdf)
- Use block formatting (left aligned text with double spaces between sections)
- You may also choose to use the header from your resume

A cover letter allows you to express your interest and enthusiasm in the position and the organization. It also:

- Allows you to highlight skills or experiences that are especially relevant to the position
- Demonstrates your written communication skills
- Strengthens your chances of securing an interview

Use personal greeting

Avoid "To Whom It May Concern" or non-tailored greetings whenever possible

Show your research

Let them know what you like about the organization and why you want to work there

Give an example

Flip to the next page to learn how to highlight your skills in body paragraphs

Follow-up

Restate your contact info, thank them for their time, and reference your enclosed/attached resume

2112 N. Dogwood Avenue
Bloomington, IN 47405

November 2, 2014

Ms. Louise Julien
Human Resources Manager
Southern Mental Health Center
123 Hireme Way
Indianapolis, IN 40326

Dear Ms. Julien:

I am writing in regards to the Care Coordinator position at Southern Mental Health Center, which I learned about on Indiana University's myJobs website. **The mission of Southern Mental Health, to "empower our clients while contributing to the field," aligns perfectly with my own philosophies on supporting clients in making their own life improvements.** I believe that my experience working as a mentor and a tutor, along with my degree in Psychology from Indiana University Bloomington make me an excellent candidate for this position.

The position of Care Coordinator at Southern Mental Health Center requires someone who excels in working as a team member, understands how to prioritize tasks and patient needs, and can complete tasks efficiently. **As a student researcher for the Cognition and Action Neuroimaging (CAN) Laboratory, I acted as a member of a 7 person team to analyze findings from observations of 18 toddlers' cognitive interactions, which taught me to gather and assess findings accurately.** In working with toddlers, I learned to actively listen and observe in order to understand and prioritize their unique needs and complete my responsibilities efficiently.

In addition, I am confident that my education and professional experience make me a strong candidate for the Care Coordinator position. Enclosed is my resume, which further details these experiences. I look forward to learning more about the position and Southern Mental Health Center. I am excited to meet with you and learn more about the position and the organization. **Should you have any questions, please contact me at 812-855-0000, or email me at kattay@indiana.edu.** Thank you for your time and consideration.

Sincerely,
Katherine C. Taylor

Katherine C. Taylor

Enclosure

Scan your signature

Personalize your salutation by scanning in a picture of your signature



Introductory Paragraph

- Briefly state why you're writing
- Mention the specific job title and how you heard about the opening
- If you have a personal connection to the organization mention that person's name
- Mention something you know or respect about the organization

What is something unique about this organization that appeals to you?

Body Paragraph

- State how your skills, education, or experience match the requirements of the position.
- Use one or two specific examples and short stories to provide evidence of relevant skills, strengths, and accomplishments, without repeating your resume word for word.
- Mention how the experiences you wrote about will let you help the employer.

What is a skill you want to highlight and what is an example or story that demonstrates that skill?

Skill to highlight:

Ability to work in a team

Example:

Student research experience in a lab with seven other peers

Skill to highlight:

Example:

Closing Paragraph

- Refer to the enclosed resume and provide your phone number and email address to make it easy for them to contact you.
- Express your appreciation for the employer's time and consideration.