



Yale SCHOOL OF NURSING

## Nursing Cover Letter Made Easy

A cover letter should accompany your resume, and offer a brief summary of the job you're applying to and your qualifications. It should be successful in advancing your achievements, expertise, and practicalities. Make the cover letter your own in its uniqueness; think of things that help you stand out from others who may be applying for that position, and that show your personality.

### Tips for writing a notable cover letter

- Personalize the cover letter to the position for which you're applying; each position should have a customized cover letter
- Identify your reader(s) by investigating the hiring manager/interviewer and company
- Be zealous for the company and occupation; and confident in conveying your skill set
- When writing your cover letter convey to that person by using the form "Dear" and the person's title who maybe conducting the interview. Abstain from using the common greeting, "To Whom It May Concern".
- If applicable, give references to your expertise
- Finally, end your cover letter with a strong paragraph stating that you'd love to speak further about the position, and instruct the reader how to get in touch with you

## Form and Example

Your Address  
City, State and Zip Code

Date

Name of Person and title  
Company/Organization  
Address  
City, State, and Zip Code

Dear Mr./Ms.:

Intro: A few things to include are insight of why you are in contact with that person (“I am writing to express interest in...”). Include the title of the occupation to which you’re applying and where you gained insight of that position (i.e. job website, indeed, etc.). Include information of your education: program, graduation date, and academic successes. To keep the reader/hiring manager engaged talk a little about the company you’re applying to – why are you interested in *this* position at *this* facility. Lastly thinking back on yourself include one important fact something that would stand out from other applicants.

Second, include what about the occupation peaked your attention and what would make you a reliable candidate. Draw attention to your expertise and how it’s relevant to the position to which you’re applying. Be sure to include strong (and diverse) examples of how past experiences have prepared you to handle the duties of the job you’re seeking.

Lastly, briefly recap why you’re a great candidate for the position. Express that you would like to further discuss the position, and provide information on how to proceed with the communication process afterwards.

Sincerely,

Name