

Healthcare Professionals: Writing a Cover Letter

Never underestimate the value of a well written cover letter, especially for healthcare workers. We can sometimes think “Well I’m a nurse, that is what I do.”, but not all nurses are equal, so a cover letter is a great way to demonstrate how your experience differs and is unique from other healthcare professionals.

Here are some tips to keep in mind:

1. You have one chance to make a good impression. This is your moment to capture their attention and highlight something about your professional practice that makes you stand out.
2. You should always list at least 3 attributes, talents, training, or skills that would directly benefit the position you are applying for. Whether they are training courses, specialized certificates, in-services, volunteer positions or a unique job you held.
3. Just as you do in charting, be concise; do not use filler words or long sentences.
4. Use standard margins and professional fonts and layout that include addresses and salutations.
5. Always double check your spelling and grammar.

General Letter Layout:

Opening paragraph: A basic introduction of yourself, along with how you found out about the position, as employers like to know where you learned about their organization. Also state the specific position you are applying for as often organizations have multiple.

Body of Letter: A brief explanation as to your reason for applying with the organization. A brief description of how your skills and experience demonstrate that you are qualified for this position using specific examples from your previous experience and/or skills.

Closing Paragraph: This is where the reader would be directed to review the enclosed resume. Clearly outline your expectations. ie. to interview in person, via zoom, via phone, an email response or call back. Provide your direct contact information, such as email or phone number.

It is a nice touch to sign the letter with handwritten signature, but also include your name, typed for clarity.