

# Cover Letter Tip Sheet

## Do's

- Keep it short- 2-3 paragraphs, 1 page maximum
  - 1<sup>st</sup> paragraph- introduce yourself and explain why you are writing (are you interested in a specific posted job, or generally joining a program)
  - 2<sup>nd</sup> paragraph- details about yourself and why you are interested in that specific opportunity. Discuss your career goals and interests
  - 3<sup>rd</sup> paragraph- thank the recipient, and end with a statement indicating that you look forward to hearing back from them soon
- Be clear early in the letter about who you are and why you're writing
- Personalize the letter with details that show you know the position
- Mention if there is a reason you are looking in a particular region or state
- Double check, spell check and have someone proofread for you
- If you are confident you will work in a specific state, mention if you have started the medical license process. It shows your commitment, and programs are looking for long term employees
- Use an upbeat tone that reflects your excitement about medicine
- Provide a cover letter even when not requested! It looks professional
- Address any gaps of time that are evident on your CV

## Don'ts

- Use salutation such as "to whom it may concern" unless you must. Try to address your letter to an individual person.
- Avoid generalities (ex. avoid "I would like to express my interest in the position that is available" and try "I am interested in the \*\*\* job at your program". You want your cover letter to be tailored to the program you send it to
- Try not to sound desperate (even if you feel desperate!)
- Avoid sarcasm and humor. You have to know your audience.
- Don't use as a laundry list of your position requirements. You will discuss job parameters at the interview and once you receive and offer