



ADVANCED COMMUNICATION

Crafting your First Impression: The Art of Writing a Winning Cover Letter

TERM 2 | A.Y. 2024 - 2025

ASSOC. PROF. RAFFY D. QUINES
Course Facilitator



Opening Prayer

Heavenly Father, we gather here today with grateful hearts, seeking Your guidance and wisdom as we embark on our journey of learning in Advanced Communication. Grant us clarity of mind and eloquence of speech, both in speaking and writing, so that we may convey our thoughts effectively and with compassion.

May our interactions be marked by respect, integrity, and a deep commitment to truth, reflecting the core values of our beloved institution. Bless our endeavors with Your grace, that we may grow not only in knowledge but also in character, fostering a community of learners dedicated to the pursuit of excellence and the betterment of society.

Amen.

Learning Targets



I can define and identify the key components of a cover letter.



I can discuss the purpose of a cover letter in the job application process.



I can analyze sample cover letters to evaluate their effectiveness in tone, structure, and alignment with a specific job description.



I can compose a personalized cover letter tailored to a specific job description.



Focus Question:

How can a well-crafted cover letter
make you stand out and
open doors to your dream job?



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Cover Letter: Its Definition and Key Components

November 22, 2024

Human Resource Department

Chinese General Hospital and Medical Center
6th Floor, College of Medicine Building
286 Blumentritt Rd, Santa Cruz, Manila, 1014 Metro Manila

Dear Recruitment Team:

I am writing to express my interest in the Staff Nurse position advertised for the upcoming job fair on December 3, 2024, at the Chinese General Hospital and Medical Center. As a licensed nurse with a strong academic foundation and a passion for patient-centered care, I am eager to contribute my skills and dedication to your esteemed institution.

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Highlights of my qualifications include:

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The Chinese General Hospital and Medical Center's reputation for excellence in patient care aligns with my commitment to delivering high-quality nursing services. I am particularly drawn to your emphasis on holistic care and innovation, and I am confident that my training and dedication make me a strong candidate for this role.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your institution. Please feel free to contact me at 0918 (123456789) or arlene.dimaala@gmail.com to schedule an interview at your most convenient time.

Sincerely,

Arlene Marie S. Dimaala, RN
Applicant

Cover Letter

- A formal document that accompanies a résumé, used to express interest in a specific job and highlight qualifications.
- It serves as a bridge between the applicant's skills and the job requirements.





Cover Letter: Its Key Components





Pause and Think...

What shapes an effective and impactful Cover Letter?



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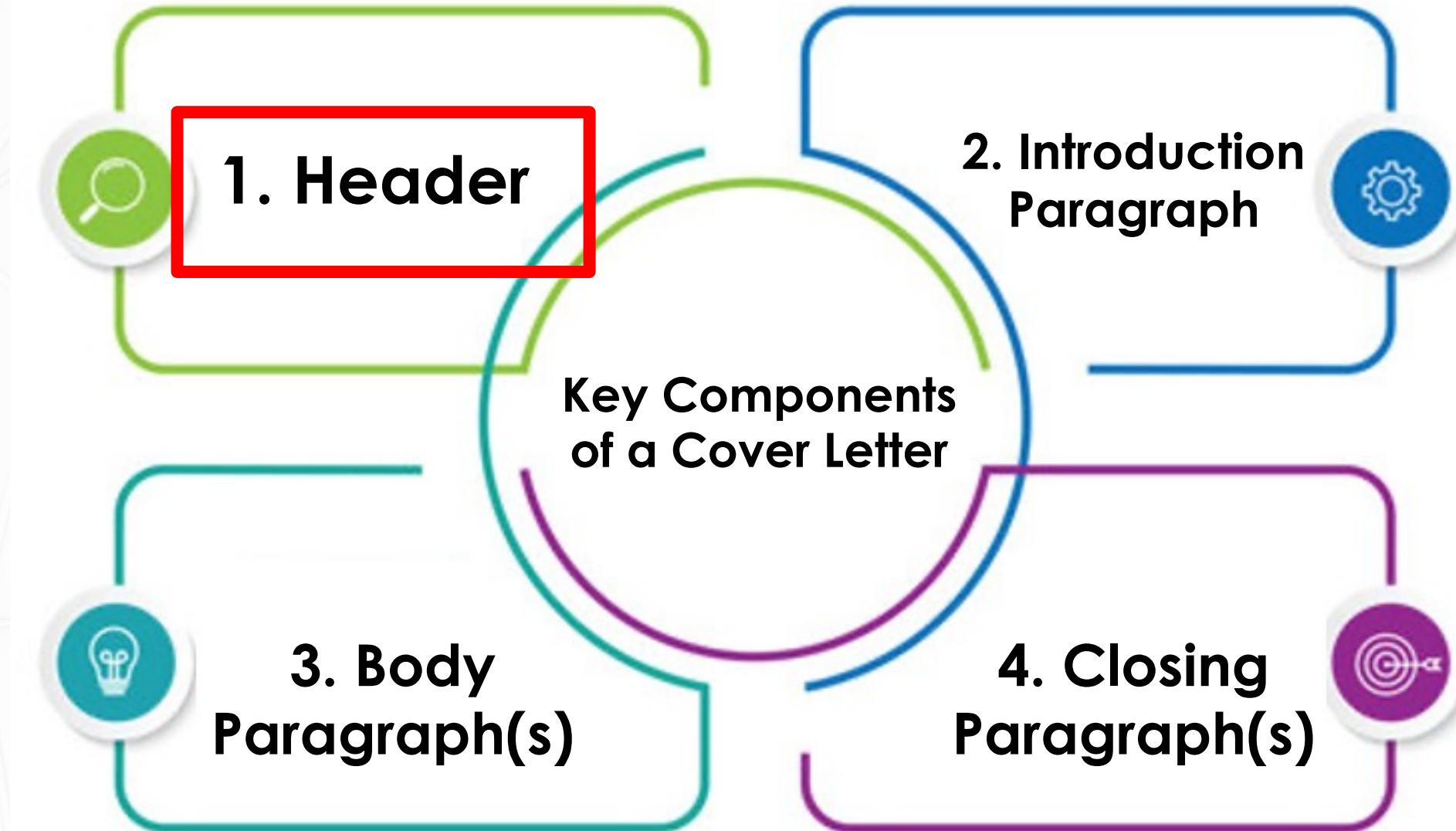
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Key Elements:

1. Applicant's name, address, phone number, and email.
2. Date of writing.
3. Employer's name, title, company, and address.
4. Salutation (e.g., "Dear [Hiring Manager's Name]," or "To Whom It May Concern," if no name is available).

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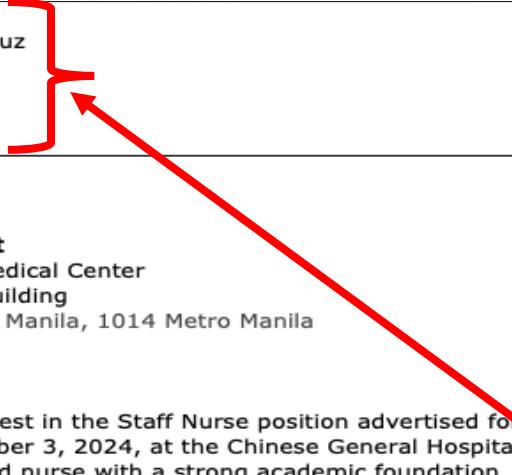
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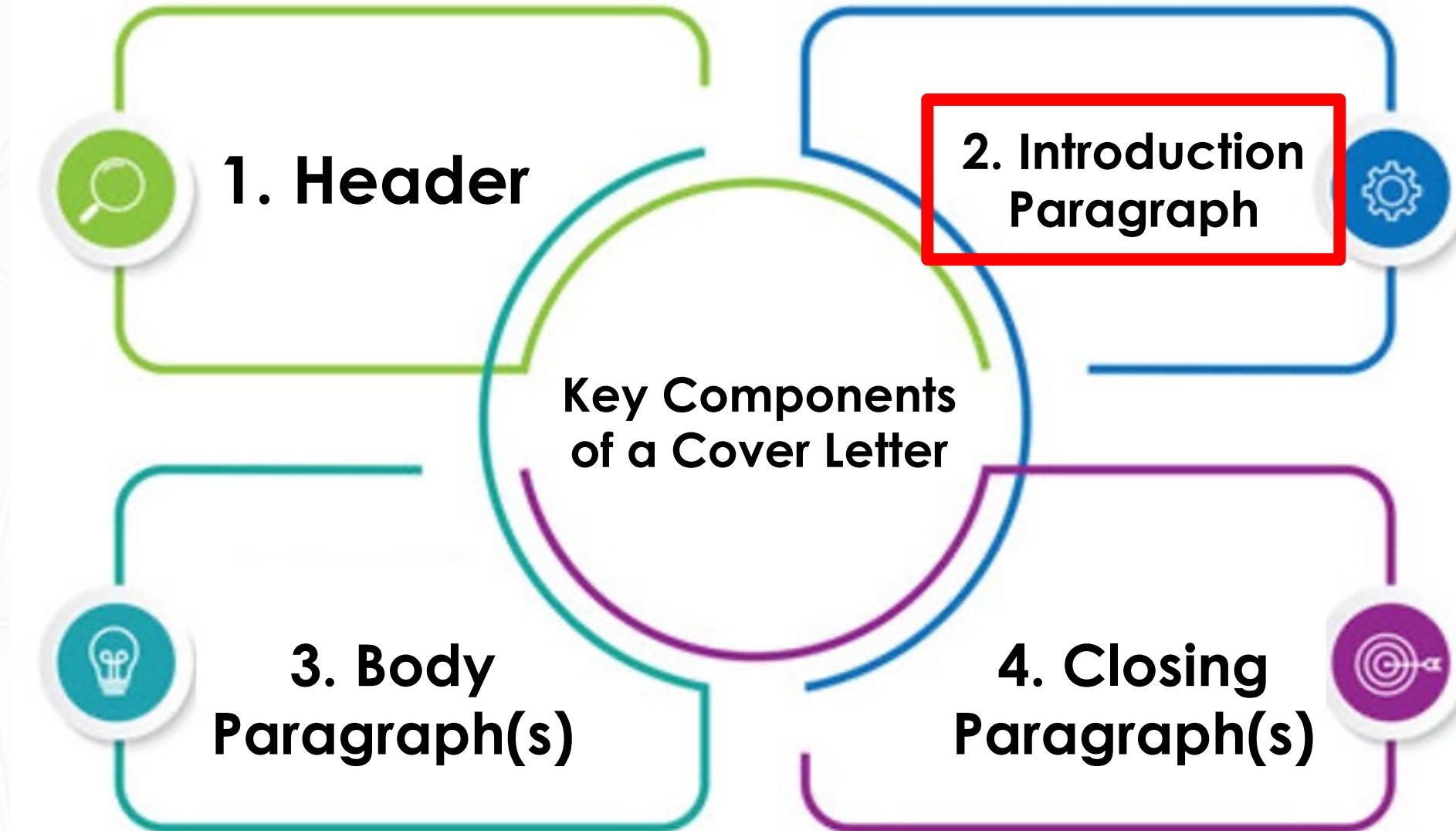
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Key Elements:

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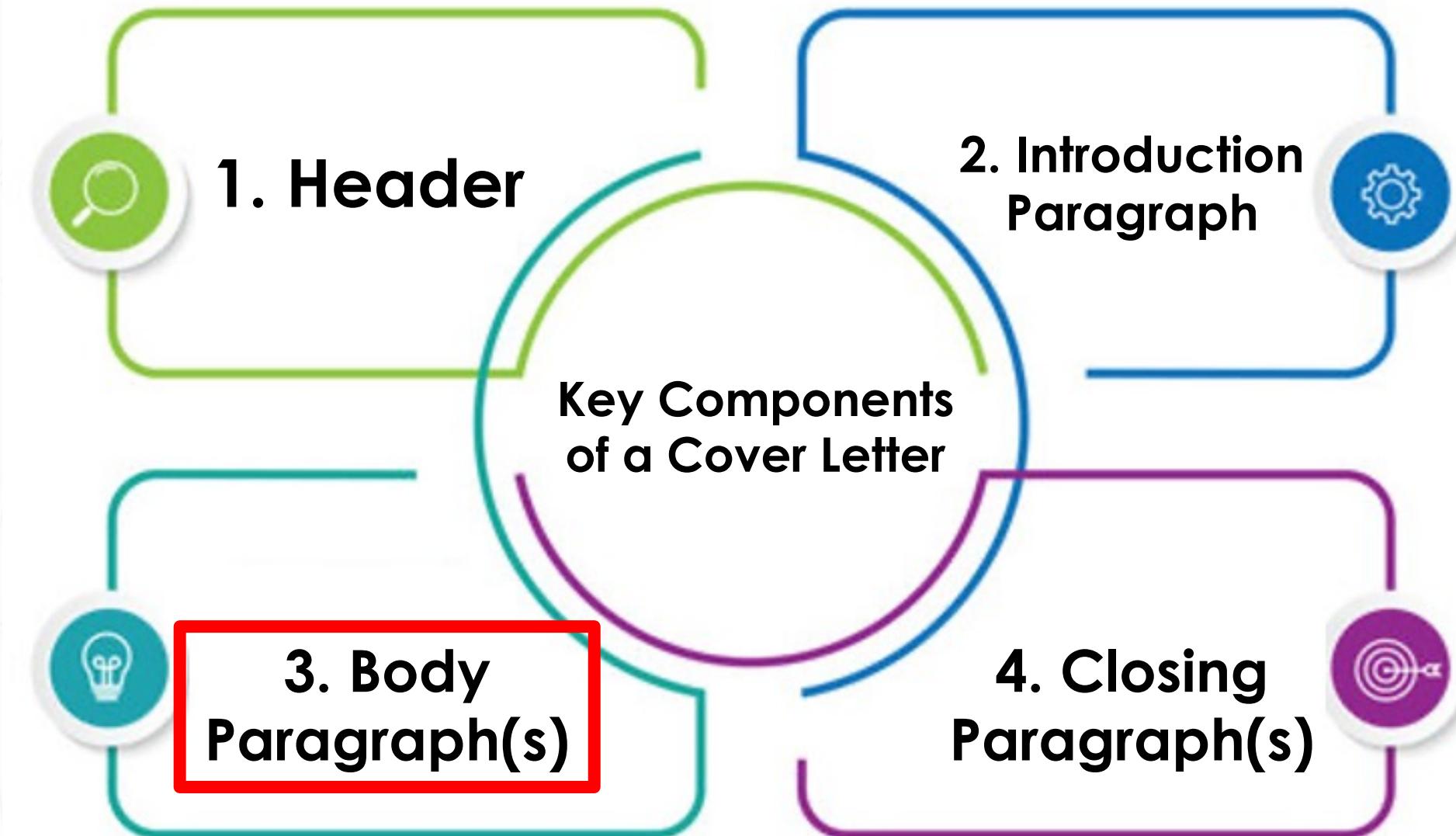
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Key Elements:

1. Tailored examples of skills, experiences, or accomplishments related to the job requirements.
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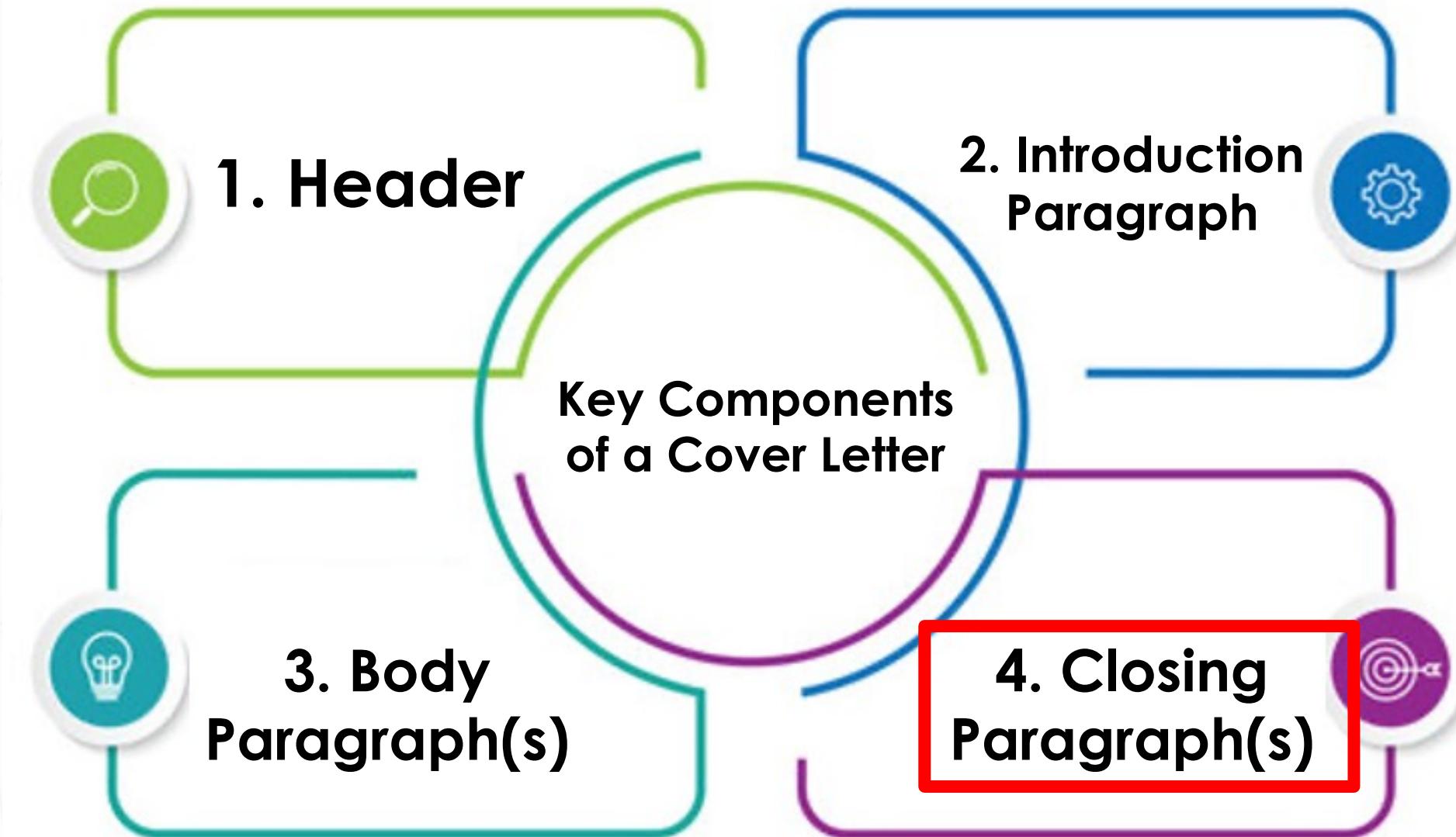
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Closing Paragraph

- Leaves a positive impression and calls for the next step.

Key Elements:

1. Express appreciation for the opportunity to apply.
2. Reiterate interest in the role and the company.
3. Politely request an interview or a chance to discuss qualifications further.
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Arlene Marie S. Dimaala, RN
24 Maginhawa St., Brgy. Sta. Cruz
Quezon City, 1106
arlene.dimaala@gmail.com
0918 (123456789)

November 22, 2024

Human Resource Department
Chinese General Hospital and Medical Center
6th Floor, College of Medicine Building
286 Blumentritt Rd, Santa Cruz, Manila, 1014 Metro Manila

Dear Recruitment Team:

I am writing to express my interest in the Staff Nurse position advertised for the upcoming job fair on December 3, 2024, at the Chinese General Hospital and Medical Center. As a licensed nurse with a strong academic foundation and a passion for patient-centered care, I am eager to contribute my skills and dedication to your esteemed institution.

During my internship and academic training, I honed my ability to provide exceptional nursing care, ensuring the comfort and safety of patients in fast-paced environments. I am proficient in conducting accurate assessments, administering medications, and collaborating with multidisciplinary teams to develop and implement care plans tailored to patients' needs.

Highlights of my qualifications include:

- Passed the PRC Nursing Licensure Exam with a Board Rating of 89.68
- Successfully completed over 150 hours of clinical rotations in diverse areas, including medical-surgical nursing, pediatrics, and critical care.
- Demonstrated ability to build rapport with patients and families, fostering a compassionate and respectful healthcare environment.

The Chinese General Hospital and Medical Center's reputation for excellence in patient care aligns with my commitment to delivering high-quality nursing services. I am particularly drawn to your emphasis on holistic care and innovation, and I am confident that my training and dedication make me a strong candidate for this role.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your institution. Please feel free to contact me at 0918 (123456789) or arlene.dimaala@gmail.com to schedule an interview at your most convenient time.

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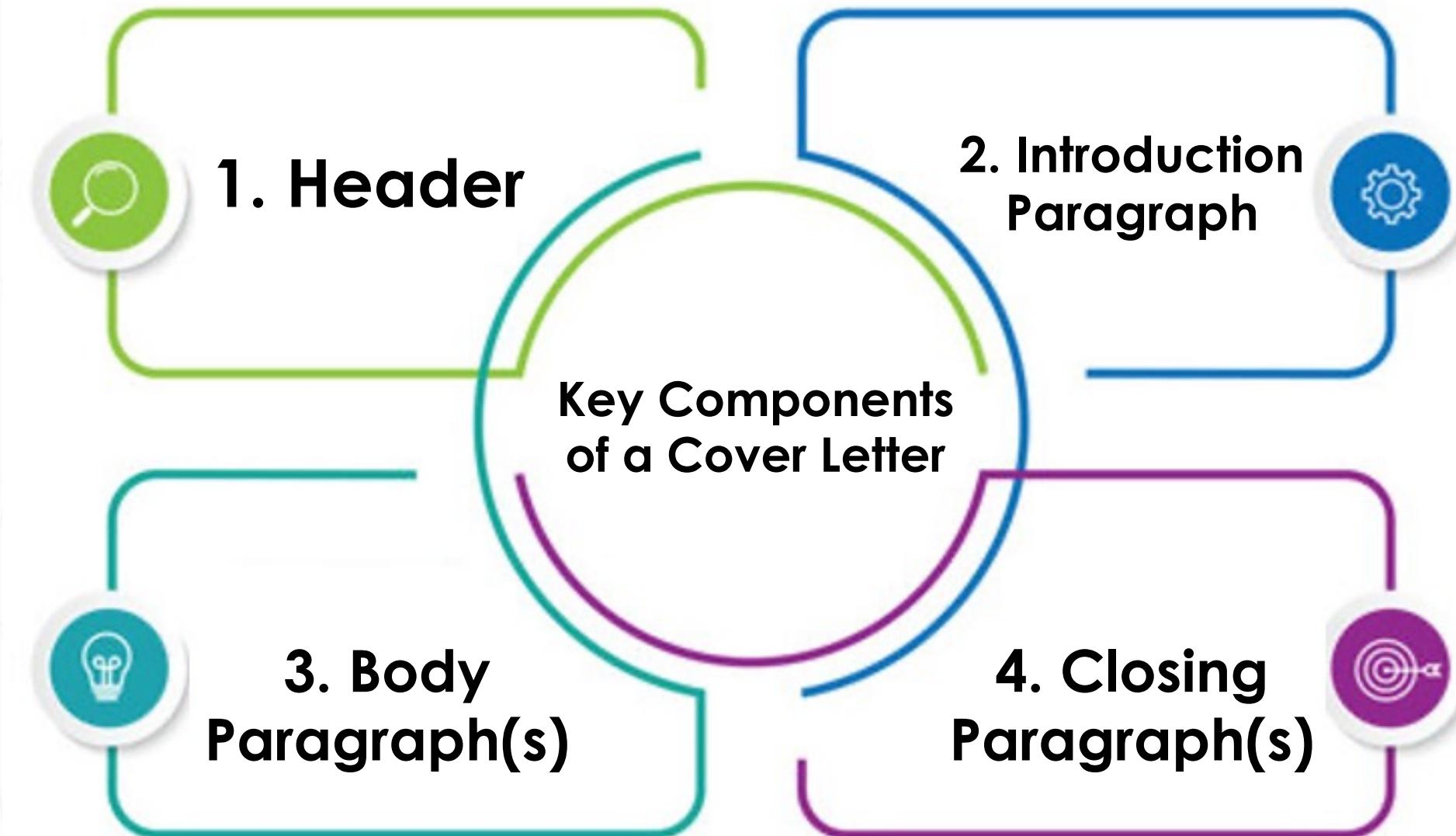
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1. To introduce the applicant
2. To highlight relevant skills and experiences
3. To demonstrate interest in the role and company



4. To showcase professionalism and communication skills
5. To address special circumstances
6. To encourage further engagement



HAPPY LEARNING!

“Great communication begins with connection.”

-Oprah Winfrey

