

Cover Letter

Best Practices and Examples

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General Guidelines

When should I include a cover letter?

- A cover letter is not always required. Include a cover letter when the Job post requires it or if you feel it is necessary.
- You can include it as a separate attachment or as the first page of your resume. The Job post, if it's required, will likely tell you how to submit it.

What is the format of a cover letter?

- Cover letter should be written in the first person
- Cover letter should be Formal
- Cover letter should be no more than one page
- Cover letter should be in 12pt Times New Roman Font
- Cover letter should be Single Spaced with 1in Margins
- **Check Check Check** Spelling and Grammar. If you are not a good writer, write it in word and enable grammar check. You can also opt for other services such as Grammarly.

Template 1: Entry/Mid-Level One Page Cover Letter

Template

To Whom It May Concern:

In response to the [Title of Position and Position ID if applicable] job vacancy, I have enclosed a resume and supporting artifacts for your review and consideration. Please accept this letter and attached supporting documents as my formal application presenting my background, education, and experience.

Summary of Skills:

[one to three sentence description of your background and relevant credentials]

Schedule and Salary requirements: (this section is optional)

I am open to schedules that may include [your preferred work schedule if you have any]. I am seeking reasonable compensation that reflects position requirements and my experience. I will consider all offers.

Thank you for your time and consideration.

Best Regards,

[Your Name]

[Phone Number]

[Email Address]

Example Cover Letter

To Whom It May Concern:

In response to the **System Engineer (ID#12345)** job vacancy, I have enclosed a resume and supporting artifacts for your review and consideration. Please accept this letter and attached supporting documents as my formal application presenting my background, education, and experience.

Summary of Skills:

I am a skilled professional with over ten years of System Management, Project management & as a network and Active Directory architect/analyst. I am an experienced professional that hold many other industry-recognized certifications for Microsoft, Cisco and CompTIA. I am also well versed in most hardware and software related Network products and Operating systems.

Schedule and Salary requirements:

I am open to schedules that may include **day, evening, weekends, overtime, and holidays**. I am seeking reasonable compensation that reflects position requirements and my experience. I will consider all offers.

Thank you for your time and consideration.

Best Regards,

Jane Smith
202-123-4567
email@email.com

Template 2: SME/Senior-Level One Page Cover Letter

Template

To Whom It May Concern:

In response to the [Title of Position and Position ID if applicable] job vacancy, I have enclosed a resume and supporting artifacts for your review and consideration. Please accept this letter and attached supporting documents as my formal application presenting my background, education, and experience.

[one to three sentence description of your relevant background]

Relevant areas of expertise include:

[Bulleted list of your relevant skills]

Relevant credentials include:

[Bulleted list of your relevant degrees & certification]

Lastly, the following are relevant career achievements and awards include:

[Bulleted list of your relevant accomplishment and awards]

Thank you for your time and consideration.

Best Regards,

[Your Name]

[Phone Number]

[Email Address]

Example Cover Letter

To whom it may concern:

In response to the **Medical IT Director (ID#12345)** job vacancy, I have enclosed a resume and supporting artifacts for your review and consideration. Please accept this letter and attached supporting documents as my formal application presenting my background, education, and experience.

I am a Medical IT Leader with 20 years of professional experience. My background in IT Management spans many disciplines that includes medical, legal, and government. I've managed Medical IT organizations consisting of 50+ personnel, \$40M budgets, at three regional hospitals.

Relevant areas of expertise include:

- | | |
|--------------------------------------|------------------------------|
| • HIPPA Compliance Assessment | • Change Management |
| • Enterprise IT Service Architecture | • IT Security and Monitoring |
| • Cloud Architecture & Security | • Program Management |
| • Enterprise Architecture | • Transformation/Alignment |
| • Agile Development Lifecycle | • Technology Governance |
| • Data Center Consolidation | • Process Reengineering |

Relevant credentials include:

- Masters of Science in Management Information Systems
- HIPPA for Leaders Certified
- Project Management Professional (PMP) - PMI# 1234567
- DevSecOps Engineer (DSOE) Certified
- Certified Scrum Master (CSM)

Lastly, Relevant career achievements and awards include:

- 2018 Medical IT Director of the Year, Boston, MA
- 2016 Medical Technology Innovation Award, DC Chamber of Commerce
- Published Author of "The role of DevSecOps in the Medical Field" – ISBN:34-934535345

Thank you for your time and consideration.

Best regards,

Jane Smith
202-123-4567
email@email.com