How To Write a Cover Letter

Why a Cover Letter Is Important

- Describes why you are interested in the position for which you are applying.
- Highlights your professional skills, talents, and accomplishments.
- Shows why you can fill the position based on the given job description.
- Specifically shows why you are interested in applying to that company.
- Includes tailored information to set your skills and abilities apart from other applicants.
- Utilizes pronouns such as “I” and “my” whereas a resume does not.
- It shows your best professional personality. Do not use jokes or abbreviations.

Tips…. good…great…?

Research the possible job titles for the positions in your field that you should apply to. You should come across multiple key words and skills repeated in your general research and in the job description.

Things to consider:

- Visiting the company website to ensure that the job is available and the application deadline date.
- What qualifications are mentioned in the job description?
- Do these qualifications align with the outcomes of your program of study?
- The job expectations, such as hours, physical requirements, educational requirements etc.
- Key words and skills listed or repeated and core competencies (soft skills).

Pieces and Parts: How a Cover Letter Should Look

- Continuity between the resume and cover letter is encouraged for your personal information.
- A cover letter should be no more than one page.
- Your name and contact information appear at the top of the page.
- The cover letter should be in formal letter format.
- One space should go between all parts of the letter except the complimentary close and the signature.

Personal Information:

- Name
- Address
- Phone number
- Professional email address

Date:

- Write it out Month, Day, and Year (example: May 5, 2025)

Company Information:

- Name of company
- Name of person you are addressing (if you know it)
- Address of Company

Greeting:

- Dear (First and Last Name)
- Dear (Hiring Manager)
- Dear (Human Resources Manager)

Do **NOT** put "To Whom It May Concern"

First paragraph:

A paragraph does not have to be super long. Two to four well thought-out sentences can achieve this goal for your first paragraph. The sentence number will vary depending on your information.

Make sure to list:

- The position for which you are applying.
- The company name.
- Your most important or impressive accomplishment – this will be your schooling and degree/certificate.
- How you and your skills would benefit the company to which you are applying.

Second Paragraph:

This paragraph may not be necessary depending on the information incorporated into the first paragraph and how long it was. If you do need a second paragraph, include:

- A brief overview (a sentence) of your background which makes you a great candidate for this position and company.

- A key achievement.
- Key words from the job description.

Third Paragraph:

The third paragraph should only be two to three sentences.

- List a skill and how it translates to your passion in applying for the position at a particular company.
- Come across with confidence and assertiveness that they will contact you.
  Examples include:
    - I look forward to hearing from you at your earliest convenience.
    - I look forward to hearing from you.
    - I look forward to discussing the position with you further.
    - I look forward to learning more about the position.
    - I am eager to learn more about the position.
- Mention the position and company again.

Complimentary Close:

- Sincerely
- Regards
- Best
- Respectfully
- Thank you

Signature:

- Leave at least 3 spaces between your complimentary close and your typed signature.
- Physically sign your cover letter and upload the document if you are able.
- Make sure to type your formal name (no nicknames).

PROOFREAD!!!

See Attachments for Spacing and Examples

Associate of Arts Degree in Business with a Concentration in Marketing Sample

Sample Student
7700 Clocktower Dr.
Kirtland, OH 44094
(440) 123-4567
professional@email.com

May 5, 2025

Best Company Ever
(First and last name of Person Letter and Resume are being sent to If you have it)
123 Best Ave.
Kirtland, OH 44060

Dear Hiring Manager (or First and Last Name),

I am excited to apply for the Brightest Star Marketing position at The Best Company Ever. I recently graduated from Lakeland Community College with my Associate of Arts Degree in Business with a concentration in marketing. I am a highly motivated individual who maintained a 4.0 GPA while working on a part-time basis.

I have worked on numerous store displays to creatively illustrate products promoting our current merchandise. This has generated improved sales revenue of the featured products. I was able to apply my understanding of color theory and typograph to help gain proficiency in marketing technology programs including InDesign and Photoshop.

I am able to work individually or as a part of a team, and my education and experience has given me a solid foundation for the Brightest Star Marketing Position. I have attached my resume for your review. I look forward to the opportunity to meet with you to further discuss how my skills and abilities would allow me to be a great asset to the team at The Best Company Ever. I can be reached at (440) 123-4567 or professional@email.com. I look forward to hearing from you soon.

Sincerely,

Sample Student

Radiology Technologist Sample Cover Letter

Rachel Scanner
7700 Clocktower Dr.
Kirtland, OH 44094
(440) 123-4567
professional@email.com

May 7, 2025

The MetroHealth System
2500 MetroHealth Drive
Cleveland, OH 44109

Dear Hiring Manager,

I am seeking a rewarding career as a Radiology Technologist at MetroHealth and was excited to see your job post. As a recent graduate of Lakeland Community College, I am eager to use my Associate of Applied Science Degree in Radiologic Technology in a hospital system that is a leader in innovation and patient care. I am eligible for the ARRT certification in July 2025.

My clinical experience prepared me to work in a variety of environments. I found it rewarding to help patients become more comfortable with their exam by preparing and positioning them and ensuring their safety while operating diagnostic imaging equipment. Clinicals prepared me to work in a variety of fast-paced environments using specialized equipment including C-arms and floroscopies to capture patient imagery during surgery. As a detail-oriented individual, I understand that patient safety, sanitation, and accurate calculations and documentation of exams are crucial to providing the best possible patient experience.

My desire to learn and grow in a hospital setting which encourages collaboration, learning, skills, and innovation in technology makes me a perfect candidate for the Radiology Technologist position at MetroHealth. I look forward to hearing from you soon. I can be reached at (440) 123-4567 or professional@email.com. Thank you for your time and consideration.

Sincerely,

Rachel Scanner

Medical Billing and Coding Sample Cover Letter

Mary Records
7700 Clocktower Dr.
Kirtland, OH 44094
(440) 123-4567
Professional@email.com

May 7, 2025

Proud Insurance Company
Brenda Billingsworth
1234 Something St.
Cleveland, OH 44000

Dear Brenda Billingsworth,

I am sending this letter to express my interest in the Medical Billing Specialist position at Proud Insurance Company. I recently earned a medical coding certificate at Lakeland Community College while working on a part-time basis.

I am a highly detail-oriented individual. I really enjoyed my course in advanced coding where I learned ICD-9-CM and CPT-4. I understand how accuracy is a key skill in medical coding to ensure healthcare rules are followed, proper diagnoses are recorded, and proper billing and reimbursement take place.

I am able to work independently and as a member of a team, which allows me to make a great asset for the Proud Insurance Company. I have attached my resume for further review. I look forward to hearing from you to further discuss my skills and abilities. I can be reached at (440) 123-4567 or professional@email.com.

Sincerely,

Mary Records

Associate of Arts in Information Technology Cover Letter Sample

Bentley Burke
7700 Clocktower Dr.
Kirtland, OH 44094
(440) 123-4567
professional@email.com

May 13, 2025

City of Mentor
8500 Civic Center Blvd.
Mentor, OH 44060

Dear Human Resource Manager,

I am seeking a Support Service Specialist position with the City of Mentor in their Information Technology department. I recently graduated with my Associate of Applied Business Degree as an IT Support Analyst Major from Lakeland Community College while working on a part-time basis.

As an analytical individual, I especially enjoyed learning programing logic and about LAN/WAN networks. This fueled my interest in working hands-on in the field of information technology and pursuing a career where I can aid an organization in keeping their network safe. I am also familiar with Microsoft Office applications and Windows operating systems.

I find it important to be able to communicate with coworkers and the public as well as computer systems. This enables me to work individually and as part of a team. I am looking forward to discussing this position with you further and joining the City of Mentor as a valuable employee. I can be reached at (440) 123-4567 or professional@email.com.

Respectfully,

Bentley Burke