

The Cover Letter, Dissected.

Please see page two to read about the purpose and format of a well-written cover letter.

Eleanor Roosevelt
RX Drugs San Francisco
14 Famous Women Way
San Francisco, CA 94114
June 1, 0000

Dear Dr. Roosevelt:

I was very pleased to see the recent staff pharmacist position (#12345) at my local RX Drugs store in Oakland. As a graduate of UCSF's PharmD program, with three years of pharmacy experience, and supervisory skills, I seek a staff pharmacist position in my community.

To share my relevant experience:

- **Academic Training/ Community Pharmacy Experience:**

My clinical rotations and work experience includes retail and hospital experiences. My training enables me to oversee and monitor of drug therapies, prepare, dispense and properly document patient medication. What I enjoy most about my work is patient education: helping patients and caregivers understand how to use their medication effectively as part of their overall health care strategies.

- **Customer Service/Supervisory Experience:**

I worked for three years in as a cashier at Safeway, and in my final year was promoted to shift supervisor. I understand how to support and motivate staff, offer praise freely and criticism constructively, and create a work environment that team members appreciate. In my experience, the best approach – with clients or fellow staff - involves transparency of information, efficiency of service, and extending courtesy and fairness towards everyone.

I would welcome the chance to bring my skills, experience and philosophy to my neighborhood pharmacy. Many of my colleagues have spoken highly of RX Drug's recent technological upgrades and focus on patient education, which is why your position is a top choice for me. I can be reached at 123.456.7890.

Warmly,

Josephine Bonaparte

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1769 Corsica Street. San Francisco, CA 94114. (123) 456-7890 (Home). (187) 654-3210 (Cellular). Email: jb@elba.com



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A. Why write a cover letter?

A CV or resume only explains all of your previous **academic training** and **professional skills**. A Cover Letter:

1. Summarizes how that **academic training** and **professional skills** will directly benefit them.
2. Explains **desire** – why you want the job.

B. Often, employers only skim the first paragraph, so Josephine's paragraph is a summary of:

- A. What she brings to the table (experience & skills)
- B. Why she wants the job (desire)

This includes her:

1. **Academic training**
2. **Professional skills**
3. **Desire**

C. The rest of her cover letter gives detailed evidence about his claims in her first paragraph. It also follows the order of her opening paragraph.

1. **Academic training/Comm. pharmacy experience**
2. **Customer service/Supervisory skills**
3. **Seeking a local position**

D. Note that the text focuses on examples and language about what she is able to do for the employer. For example: "My training enables me...".

E. Isn't this a long letter?

A cover letter can be 1-4 paragraphs. A briefer letter would only include the first "summary" and last paragraph.

F. Do employers really read cover letters?

Yes. The real question isn't if, but **when** do employers read cover letters? Think about how you sort through a stack of information. First, you'd probably skim the CV/resume and first paragraph of the cover letter, to sort candidates into 'yes', 'no' and 'maybe' piles.

The second time through, you'd read everything closely to whittle down your 'yes' pile to 3-5 strong candidates to invite to interview. But what if there were 6?

Here's when a cover letter is most valuable: it makes your argument about how you can contribute to their organization, and why you want the position. Those without cover letters have to hope that the employer can figure that out. It might be the edge you need!