

## The Cover Letter - Most Common Mistakes I (Clinical)

Hiring Manager  
Marin Community Clinics  
Marin, CA

Aug 10, 20xx

Dear Ms./Mrs.,

I am writing in response to the Nurse Practitioner job posting on your clinic's website. I am currently finishing up last quarter of my training for my MS is Family Nurse Practitioner at UCSF. Your organization sounds like it aligns with my skills and goals. I believe I have the skills and qualities necessary to be a successful addition to your team.

Through my training I have +560hrs of clinical experience. I have trainig in pediatrics and women's health. I have worked at various hospitals and clinics with diverse populations, like La Clinica de la Raza in Oakland, California, Planned Parenthood, Bay View Community Center, and the YMCA. There I honed my critical thinking and multitasking skills . While working as a Women's Program Coordinator at Healthy Inc., I also spearheaded a wildly successful publicity campaign to help educate young women about family planning. My work there led to a research publication and poster presentation. I am very passionate about health education and community building.

While at UCSF I have also had the wonderful opportunity to pursue a diabetes minor given the high prevalence of this disease in various populations. As a diabetes fellow, I have had the opportunity to gain specialty hands on experience, with a focus on type 2 diabetes adult populations, which has proven helpful in terms of initiating and managing medication regimes as well as ensuring that appropriate follow-up and up to date chronic care management be given.

I am very interested in this opportunity and would like to set up an interview to discuss how I am a good fit for this position. Marin Community Clinics sounds like a great place to work that aligns with my goals. Attached please find my resume for your review. Thank you in advance for your consideration, I look forward to being in contact with you in the near future.

Regards,

Diana Prince, RN  
University of California, San Francisco  
Family Nurse Practitioner, Candidate c/o 20xx

## The Cover Letter - Most Common Mistakes II - Dissected

Hiring Manager  
Marin Community Clinics  
Marin, CA

Aug 10, 20xx

Dear Ms./Mrs.,

I am writing in response to the Nurse Practitioner posting on the UCSF OCPD job board. I am currently finishing up last quarter of my training for my MS is Family Nurse Practitioner at UCSF. Your organization sounds like it aligns with my skills and goals. I believe I have the skills and qualities necessary to be a successful addition to your team.

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Regards,

Diana Prince, RN  
University of California, San Francisco  
Family Nurse Practitioner, Candidate c/o 20xx

### A. Most Common Mistakes

Students struggle with how to write a cover letter, or letter of intent, because they:

- Are unsure of how to structure a letter and how to best present their most relevant experiences to the reader.
- Are unaware of how to build and support an argument through using concrete examples in their writing.
- Miss typos and grammatical errors

### B. Misunderstand the purpose

- Your letter is not meant to be a repeat of your resume
- Rather by expanding upon your achievements you can give the reader more insight into what you have to offer.

### C. Don't provide enough evidence to back up claims of qualities or skills

- Writers need to clarify HOW their skills and experiences meet an organization's needs.

### D. Flawed/Incongruent Arguments

- Reader is looking for X but you're providing Y.

### E. Wrong Focus

- Flattery vs. Substance

Rather than compliment the organization, explain why you're interested in their opportunity.

- Me vs. You

Consider how you can talk about your desire in alignment with their goals. How can you contribute?