

The Letter of Intent - Most Common Mistakes I (Pharmacy)

Dear Hiring Manager,

I am applying for the pharmacy internship program at Healthy Hospital. I am a second year student pharmacist at UCSF and believe that I have the skills and qualities necessary to be a successful addition to your team. I would eventually like to work in a hospital setting and your internship program, sounds like the perfect opportunity to build my skills. Healthy Hospital is known as an great place to work and your program trains leaders in the field, which are two qualities that are very attractive to me.

I have direct pharmacy experience that includes both work and volunteer experience at Walgreens and Oakland Hospital, respectively. As a pharmacy tech, I filled and filed prescriptions, worked with insurance companies and medical practices, and responded to customer concerns both in person and on the phone. As a pharmacy hospital volunteer, I received drug orders, sorted medications, and delivered drugs throughout the hospital. As a member of Pharm Org at UCSF, I also coordinated events, led meetings and mentored younger members. As a student researcher I also worked with the Boys and Girls club to examine substance and alcohol use patterns in San Francisco adolescents and compared them to California's numbers. I was also the Project Coordinator for the Children's Health Awareness Program at UCSF. As a result of participating in these activities I am a strong multitasker and communicator.

My research and public health background demonstrate my attention to detail and interest in working with diverse populations. For example, I evaluated Clinical Pharmacist interventions to reduce medication errors in a retrospective study on the cardiology floor at UCLA's Medical Center. Additionally, I organized and implemented health outreach and education fairs in the communities that Healthy Hospital serves, including Bayview. I have presented the results of my research work at various conferences and hope to continue to be an active member of the pharmacy academic and research community. My goal is one day go into academic pharmacy as a tenured faculty member at a tier one research institution.

There are several aspects of your program that appeal to me. I'd like experience working in a hospital setting so I can be exposed to more clinical issues. I enjoy applying my clinical knowledge to complex clinical issues, and am excited about developing and using my expertise to benefit others. I am applying as a P1, because I intend to commit to the internship throughout my time at UCSF. As a hardworking and motivated student pharmacist, I'd greatly welcome the opportunity to join your team.

I would welcome the chance to talk to you more about how I can contribute to your team. I can be reached at 123.456.7890, or via email, at clark.kent@ucsf.com.

Regards,

Clark Kent

The Letter of Intent - Most Common Mistakes II - Dissected

Dear Hiring Manager,

I am applying for the pharmacy internship program at Healthy Hospital. I am a second year student pharmacist at UCSF and believe that I have the skills and qualities necessary to be a successful addition to your team. I would eventually like to work in a hospital setting and your internship program, sounds like the perfect opportunity to build my skills. Healthy Hospital is known as an great place to work and your program trains leaders in the field, which are two qualities that are very attractive to me.

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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?