

The Cover Letter - Most Common Mistakes I

Hiring Manager
Safeway
14 Famous Action Stars Way
Antioch, CA 94114

June 1, 0000

Dear Hiring Manager:

I was very pleased to see the recent pharmacist position (#12345) at my local Safeway store in Antioch. As a fourth year pharmacy student at UCSF, I have several years of health related experience in hospital settings and demonstrated experience working in various settings. I am committed to working with underserved communities, focusing on preventative care and public health, and am very passionate about health policy research. Safeway would be a great place to start my career.

To share my relevant experience:

▪ **Academic Training/ Health Related Experience:**

My clinical rotations and work experience includes retail and hospital experiences. My training has exposed me to various approaches including everything from health policy to preparing and dispensing medications. I am very attention to detail oriented and have strong leadership skills. I served as President of ABC, Project Coordinator of the Children's Health Hut, and have also been a Student Educator. As an intern researcher at the FDA, I worked with a variety of health professionals, particularly around designing education and outreach campaigns around diabetes, high blood pressure and glaucoma. In the future I see myself working closely with oversight agencies to help protect and educate patients about drug safety and protocols. I think I could learn a lot about patient concerns and operational administrative processes at Safeway.

▪ **Customer Service Experience:**

I worked as a technology trouble-shooter at the Genius Bar at the San Francisco Apple store for two years. That experience has taught me a lot about working with clients and troubleshooting issues. While the Apple staff could not always solve the problem, we did our best to make sure we helped customers and addressed their questions. I was recognized and awarded with the Genius of the Month award, given to staff to acknowledge consistent excellent customer service. I also provided excellent customer service as a pharmacy intern at Walgreens, RiteAid, the University Health Center and Alta Bates.

Safeway is known for its fast paced diverse environment. Their community focus and desire to know patients by name inspire me. The chance to contribute to my local community as a Pharmacist at Safeway is very exciting. Please feel free to contact me at 123.456.7890.

Sincerely,

Miley Cyruss

The Cover Letter - Most Common Mistakes II - Dissected

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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*?