

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

Paul Newman, PT  
Director of Outpatient PT  
Kaiser Oakland  
0000 Sting Ave  
Oakland, CA 00000

Dear Hiring Manager,

I will be graduating with a DPT from the UCSF/SFSU Physical Therapy program in May and am expecting to be licensed in September. In addition to my rigorous academic courses and clinical experiences, I have multiple university teaching and mentorship experiences. I m passionate for teaching to educate my patients about their impairments. I was excited to see a job posting about an opening at Kaiswer, as I am a strong researcher and clinician.

Through my academic courses and clinical affiliations, I developed a strong interest in orthopedics. I am a quick learner. During my clinical experiences, I practiced evaluating and treating patients of all ages and during all stages of recovery from one hour post-op surgery to six months post-op, preparing to return to sport. I've done rotations at Smith Spinal Clinic, General Hospital, Silicon Valley Orthopedics and a UCSF Faculty practice. I've also volunteered in the community at KEEN, the YMCA and the CA Dept of Rehab. My research skills are also advanced. I am going to be undertaking a study of how running motions impact the anterior cruciate ligament for athletes. I hope to publish a paper focusing on injury prevention next year.

I'm excited about working at Kaiser because I'm a great team player. Kaiser is known as a collegial place to work. Your mission appeals to me because I also want to help patients achieve and maintain the highest functional level. Your organization is known for it's cutting edge technology and I would eagerly welcome the chance to learn how to use state of the art equipment to better treat and assess patients. One of my long term goals is to start my own private practice.

I believe we have much to offer each other. Please find my resume attached. I look forward to hearing back from you soon.

Sincerely,

Angelina Jolie

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

Paul Newman, PT  
Director of Outpatient PT  
Kaiser Oakland  
0000 Sting Ave  
Oakland, CA 00000

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Through my academic courses and clinical experiences, I developed a strong interest in **orthopedics**. **I am a quick learner**. During my clinical experiences, I practiced evaluating and treating patients of all ages and during all stages of recovery from one hour post-op surgery to six months post-op, preparing to return to sport. **I've done rotations at Smith Spinal Clinic, General Hospital, Silicon Valley Orthopedics and a UCSF Faculty practice. I've also volunteered in the community at KEEN, the YMCA and the CA Dept of Rehab.** My research skills are also advanced. I am going to be undertaking a study of how running motions impact the anterior cruciate ligament for athletes. I hope to publish a paper focusing on injury prevention next year.

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Sincerely,

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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 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*?