

Cover Letter Breakdown | New Grad

1 Expert Tip: If available, include the job posting's reference number so it's clear what role you're applying for.

2 Expert Tip: Share your interest in the organization and/or role. Martha did both here, and the personal connection to the organization's work is quite compelling!

3 Expert Tip: Consider a "T-format" cover letter approach where you select 3 or so qualifications from the job posting and then address your skills or expertise as they relate.

4 Expert Tip: For your closing statement, use phrases that show you appreciate the opportunity. It's polite and free of presumptions. Finally, always thank the employer for their time and/or consideration.

Martha Jonas

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National Association for Cardiac Care
72 Ocean Avenue, Suite 72
Monterey, CA 00000

April 17, 2021

1 Reference: Job Posting A72198 (Patient Outreach Administrator)

Dear Recruiter:

I'm very interested in the Patient Outreach Administrator role recently posted to LinkedIn and am providing my resume for your consideration.

2 The National Association for Cardiac Care's work in disease prevention and education has made it a target organization as I launch my job search with my new degree (BS, Health Administration) in hand. The National Association for Cardiac Care's work in disease prevention and education has made it a target organization as I launch my job search with my new degree in hand. Your 'Hearts Beat Better' campaign actually led a family member to seek out a cardiologist, likely preventing a major event – so thank you.

In addition to my studies, I have professional experience managing a busy med-surg practice and in supporting another national health-focused nonprofit as an administrative assistant. My enclosed resume details my qualifications and experience today, though I'd like to make the following points relating to the qualifications noted in the job posting:

Desired Qualifications	My Experience
<i>Organized and skilled multitasker</i>	The only way to successfully manage attending school full-time and working full-time in a busy medical office is to be an expert organizer and multitasker. The Medical Director is amazed at what I accomplish!
<i>Compassionate and Client-focused</i>	Again, as the person charged with running our patient-facing front office, my main priority is our patients – listening to them, hearing what is said AND unsaid, and ensuring they understand important details drive my approach. I also teach the other office staff to act with compassion and go the extra mile.
<i>Strategic</i>	Strategy development and strategic planning were woven throughout my degree program curriculum. Everything I learned about strategy became essential components of my Health Care Strategy Capstone. This also impacted my work at Medical Practice Associates, especially as I worked to create a pandemic action plan that would allow us to continue to care for our patients with minimal disruption.

4 I welcome the opportunity to provide additional details about my background and to learn more about the role. Thank you in advance for your time. I look forward to hearing from you.

Sincerely,

Martha Jonas

Explore more career support resources at phoenix.edu/blog/career-support/tools-resources.html