



Purpose:

How you fit with the company

When applying for internships, jobs, or other opportunities, companies typically ask for a cover letter as one component of your application.

Cover Letters are a way for you to share your interests in an opportunity while providing more insight into how your **experience, interests, skills and knowledge** match the company/program's needs.

Cover letters add more personality and "realness" to your application. They can allow an employer to picture how you would be a great fit for their position over other applicants.

Where to Start:

Read - Highlight - Write

Step 1: Read through the job description carefully. Highlight the skills and experiences the employer is looking for that match what you have experience/interest in.

Step 2: Use those highlighted items to tailor your cover letter to exemplify and point how you match the qualifications.

When writing, consider your audience (employer) and individualize **each cover letter** to match their needs.

Formatting:

Typical Length - 1 page/3-5 paragraphs

First Paragraph - Introduce yourself and express your interest in the position

- Tell why you are writing (to apply!)
- State how you found the position; include names of any referrals
- Brief "topic sentence" that connects your experience with position and organization

Middle Paragraphs (1-3 paragraphs) - Provide supporting evidence of how you are a fit

- Highlight the skills you have that were stated in the job description
- Use examples!
- Make connections between your experiences

Final Paragraph - Summarize your fit and interest

- Briefly summarize your fit (skills and interests) for position and organization
- ASK for an interview
 - "I would like the opportunity to further discuss my qualifications with you in an interview."
- Thank them for their time and consideration

SHOWCASE YOUR BRAND

Tell your story by connecting the experiences you list on your CV/Resume

Cover Letter Sample



COLLEGE OF PHARMACY

UNIVERSITY OF MINNESOTA

Driven to DiscoverSM

Goldy Gopher

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March 1, 2022

Greg Wilson, PharmD
Mayo Clinic Inpatient Pharmacy
701 Hewitt Blvd
Red Wing, MN 55066

Dear Dr. Wilson,

I am writing to apply for the Inpatient Pharmacist position in Red Wing, which I found on Indeed.com. I will graduate from the University of Minnesota College of Pharmacy in May 2022 and am very interested in the Mayo Clinic Inpatient Pharmacy position because it allows me to contribute my strong foundation of clinical pharmacy, leadership skills, and collaborate interprofessionally. Having grown up in a small town, returning to a small city and hospital has always been my goal and the Mayo Clinic model of providing healthcare throughout the state of Minnesota aligns well with my personal philosophy of healthcare.

I believe that I possess the skills necessary to be a successful pharmacist at your institution. During my clinical rotations, I further developed and gained experience in the clinical assessment of medication therapy in a wide variety of patients. I have the ability to assess the medication therapy for individual patients and perform pharmacokinetic drug monitoring.

In my experience as the student chapter president for Minnesota College of Clinical Pharmacy (MCCP), I identified the needs of the organization and created a clinical pearl initiative to enhance clinical knowledge of the members. I will bring my leadership skills to Mayo Clinic Inpatient Pharmacy by being an engaged team member and continuing to analyze needs within my unit and recommend initiatives or changes when appropriate.

During an elective clinical rotation at the Saint Cloud Hospital, I spent time on a heart failure team where I contributed to an interprofessional team to ensure the optimal care of a patient. I reviewed patient charts and recommended changes of medication regimen to the provider during rounding, which has fostered the development of my communication skills. It is important to me to work at an institution that utilizes pharmacists as an integral member of the patient care team, for which Mayo Clinic has a strong reputation.

I greatly appreciate your consideration of my application for the Inpatient Pharmacist position. I believe that my passion for providing excellent patient care makes me a great candidate for this position. I look forward to the opportunity to interview with you.

Sincerely,

Goldy Gopher

Current UMN PharmD students and alumni within 1 year on the Twin Cities & Duluth campuses:
Get personalized career coaching support! Contact Susan LeBlanc at sleblanc@umn.edu, or schedule an appointment directly at susan.appointments.umn.edu.