

Cover Letters

University of Minnesota - College Pharmacy

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

Purpose

How you fit with the company

Cover letters are a way for you to share your interest in a opportunity while providing more insight into how your **experience, interests, skills and knowledge** match the companies/programs needs

Cover letters add more personality and "realness" to your application.

Allow them to picture how you would be a great fit for their position over other applications.

Where to Start:

Read, highlight, write

Step 1: Read through the description of the position carefully. Highlight the skills and experiences they are looking for that match what you have experience/interest with.

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

When writing, consider your audience (employers/internships) and individualize each cover letter to match their needs.

Format

Typical Length: 1 page / 3-5 paragraphs

First Paragraph- Introduce yourself and express your interest

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

Middle Paragraphs (1-3 paragraphs)- Provide supporting evidence

- Highlight skills the job description/program needs
- Use examples!
- Make connections among experiences (i.e. your brand)

Final Paragraph- Summarize your fit and interest

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

Back page has example

Showcase Your Brand

Tell your story
Connect
Experiences on
your CV

Resources

Purdue Online Writing Lab: https://owl.purdue.edu/engagement/job_search_resources/cover_letters/index.html

CVs, Resumes & Cover Letters with Samples: <https://career.ucsf.edu/pharmacy-students/internships-jobs-residency/cvs-resumes-cover-letters>

Anatomy of a Cover Letter and Letter of Intent Video: <https://career.ucsf.edu/file/7401>

Pharmacist Cover Letter Sample: <https://www.indeed.com/career-advice/cover-letter-samples/pharmacist>

Application Materials: <https://career.ucsf.edu/pharmacy-students/internships-jobs-residency/cvs-resumes-cover-letters>



UNIVERSITY OF MINNESOTA

College of Pharmacy

Cover Letter Sample

University of Minnesota - College Pharmacy

Susan Wang

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March 1, 2019

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 2019 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 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,

Susan Wang