

COVER LETTER SAMPLE

Name
Street Address
City, State, Zip Code

DATE

Employer Name
Street Address
City, State, Zip Code

Use your first paragraph to mention the organization name, position title, and some of your top qualifications for the position.

Dear Hiring Team:

I am eager to use my training through the Tufts University Clinical Psychology major to facilitate teamwork and communication among patients, families, and the medical care team at [employer name]. Through my health care internships, hospital volunteer service, and academic coursework, I have acquired skills that prepare me to contribute to your mission as a [job title].

Based on my understanding of this position and your organization, the following aspects of my background are most relevant:

- Commitment to health care exemplified by my volunteer work at Lawrence Memorial Hospital and my active leadership with the Student Health Advisory Board to Tufts University Health Service
- Communication skills strengthened through a curriculum focusing on psychotherapy and practiced in positions as diverse as an assistant group therapist with Massachusetts Mental Health and a telephone fundraiser for Tufts University
- Analytical thinking and problem solving skills cultivated as program coordinator for Tufts Freshmen Orientation Community Service, which involved matching ### students to volunteer positions throughout Greater Boston
- Teamwork and collaboration skills demonstrated as a productive new member of existing clinical teams at both Massachusetts Mental Health and Lawrence Memorial Hospital

Just as with resumes, it's helpful to quantify achievements in your letter (where possible)

As you seek a candidate who can quickly adapt and contribute to your compassionate treatment teams, I hope you will consider my credentials. You may contact me at (000) 000-0000 or name.name@tufts.edu. Thank you for your consideration.

Sincerely,

Your Name

Please Note: A bulleted format can create a highly “skimmable” document for busy readers. The framework allows you to highlight the ways in which you meet specific requirements of the position. Do *not* copy bulleted information from your resume; you must create original text that synthesizes your major points. This involves a series of sentence fragments without the use of the pronoun “I.”

Bulleted letters are *not* the preference for some industries, however, so conduct research into employer preferences before you choose this approach.