

### WRITING A COVER LETTER

Street Address  
 City, State Zip Code

← Space

Date

← Space

Dr/Mr/Mrs/Ms. First Name & Last Name  
 Business

Street Address

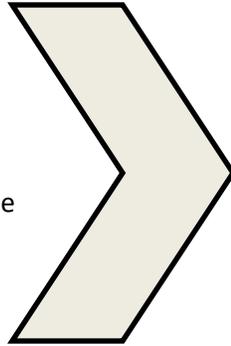
City, State Zipcode

← Space

Dear Dr/Mr/Mrs/Ms Last Name,

← Space

Begin Letter (no indent for paragraphs)



Do not include sender's street address, date, or mailing address in an email format. This should only be used in a professional, printed letter.

### BODY OF LETTER

<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Begin your letter with a brief introduction of who you are, why you are writing, and the goal of the letter.</li> <li>• Be concise while explaining the purpose of your letter.</li> <li>• List one or two reasons why you are interested in pursuing this experience or job.</li> <li>• If you were recommended by someone or have a connection to the position or person, write about the connection.</li> </ul>
<b>Content Paragraph I</b>	<ul style="list-style-type: none"> <li>• Provide greater detail about your experiences that are relatable to the position or experience you are seeking.</li> <li>• Share other details about the experiences that you have.</li> </ul>
<b>Content Paragraph II</b>	<ul style="list-style-type: none"> <li>• Provide further context for why you are interested in that specific position or experience.</li> <li>• Show that you know what you are talking about and list details about the experience.</li> </ul>
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Summarize information in a concise way.</li> <li>• List your phone number and email information.</li> <li>• Share your enthusiasm for the position or experience.</li> </ul>

Sincerely,

← Space

Your First & Last Name

## EXAMPLE OF COVER LETTER EMAIL

Greetings Dr. \_\_\_\_\_,

My name is Megan Carbone and I am a first year student at Cleveland State University majoring in Biology with a minor in Chemistry. I hope to one day go to medical school and have started gaining experience in a variety of areas to build my resume. I am writing today to share my resume with you in the hopes that I may connect with you to shadow your practice.

I am very interested in your work as a pediatrician and would love to talk with you further about your educational background and experience at Ohio State University College of Medicine. I've been looking into a variety of primary care areas and pediatrics has always been an interest of mine. The opportunity to observe your work would be a great addition to my experience. In terms of availability, I have a flexible schedule on Mondays, Wednesdays, and Fridays. In addition, there are several breaks in our academic schedule that would permit me to observe for an extended period of time.

Throughout my first year of college, I have gained experience through volunteering with Colleges Against Cancer and joining the American Medical Student Association. I've completed some observation hours in the past through a high school shadowing experience as well. I am also in my first semester of General Chemistry and Biology, which are certainly providing me with a variety of challenges for the semester!

Thank you in advance for your reply. I hope that through this email you have been able to grasp my passion for medicine as well as pediatrics. You can feel free to email or call me at your convenience and I hope that we will be able to connect in the future. I have also included a copy of my resume for you. I look forward to hearing from you!

Sincerely,

Megan Carbone