JOE APPLIANCIONS
&
COVER LETTERS

Application Hints

- Always read and follow directions carefully.
- If possible type your application; otherwise use an erasable black pen.
- Do not leave anything blank. If something does not apply to you, simply write N/A or Not Applicable.
- Be prepared. Bring names, addresses, dates, and other information you feel may be required.
- Always look for ways to add positive information about yourself.
- Be as neat as possible.
- Be truthful.
- Take the time to review what you wrote, checking for grammatical, capitalization and spelling errors.

Employers will many times rely on their first impression of an applicant. Don’t take any chances...Make sure your application is neat and accurate!

Cover Letter Hints

- Cover letters should be kept brief, clear and to the point.
- Sell yourself. Tell the employer the reasons why you should be granted an interview.
- Always include your resume with the cover letter.
- Always type your cover letter using a professional business format.
- Review your letter. Do not have any spelling or typing errors.
- Have a family member, friend, teacher or Counselor look at your cover letter before mailing it. They may have suggestions you did not think of.

Please see the attached sample cover letter for more tips and suggestions.
Your return address should be current and include a telephone number.

Address the letter to the individual in charge of hiring, if possible.

Grab their interest! Let the employer know how you got his/her name. Briefly state what kind of characteristics you have that would match their company.

Sell Yourself! Briefly describe your educational and/or work experience. Don’t be modest…If you graduated with honors, let them know.

Show your eagerness! Let the employer know what you can do for them.

Be proactive! Your closing should be positive and show your willingness for a future interview.

John Doe
4105 Maplewood
Wichita Falls, TX 76308
(940)696-8752

October 30, 2011

Ms. Ima Boss
General Manager
Northside Health Corp.
9999 West Street
Dallas, TX 11125

Dear Ms. Boss:

I am interested in pursuing the nursing position recently advertised in the Dallas Morning News. I am confident that my strong clinical and human relations skills, conscientiousness, and my ability to work effectively under pressure will make me a valuable addition to your nursing staff.

I recently graduated with honors from Vernon College and received an award for academic excellence in the nursing program. My instructor frequently relied on me to assist some of my classmates with their studies, and I often led tutoring sessions. As I was pursuing my degree, I spent 2 years as a volunteer in the local community hospital as a nursing assistant.

As you can see, my educational and work experience closely match those criteria requested for your nursing positions, and I feel I would be a valuable asset to your institution. I realize your institution is recognized nationwide, and I would not hesitate if the opportunity arose for relocation.

Thank you for your time and consideration. I look forward to the opportunity to meet with you in the future to discuss this further.

Sincerely,

John Doe