

COVER LETTER CHECKLIST

A cover letter is a way to introduce yourself and highlight your skills and fit specific to the opportunity to which you are applying.

Overall Format & Basic Criteria

- Written in active voice; Single-space paragraphs without indents; double spaced
- Include your contact information at the top of the letter (e.g., name, email, phone, and address)
- Fonts are professional and easy-to-read (e.g., Times, Arial) in a legible size (typically 10-12 point)
- Include a formal salutation (e.g., Dear) and closing (e.g., Sincerely) in the letter.
 - Avoid using "To whom it may concern:"
 - If you can't identify the person, some options include: hiring manager, hiring committee, or job title –
Re: Data Analyst
- Free of spelling, grammar and formatting errors
- Use the same font as the resume
- Only include priority information, most cover letters are one page or slightly less
- Save as a .doc or .pdf with your name included in the file name

Opening Paragraph

- A strong opening paragraph includes the position you are applying for, how you learned about it, and key strengths
 - Think of this as a thesis statement setting up the flow for the rest of the letter
 - If you learned of the position by a connection to the employer, be sure to include their name

Body of the Letter (1-2 Paragraphs)

- Demonstrate interest in the employer
- Find information in their mission statement, LinkedIn page, company website, through informational interviews with connections who work/have worked for the organization, or from the job description
- Demonstrate you have researched the organization & know why you are excited about working there
 - Express clearly why you want this specific position and this specific organization
- Include examples of your accomplishments and successes to provide concrete evidence of your skills and abilities, use industry-specific language
- Avoid starting too many sentences with 'I'
- Do not use cliché phrases like 'proven track record', instead be specific about your skills and experience
- Explain why you are a good fit for **this specific job**
 - Expand** on 2-3 of your experiences, education, and skills that meet the qualifications specified in the job/internship description; map your skills to the position description
 - Express what benefits you would bring to the position if hired
- If applicable - include all information that was requested, such as availability date/job reference #

Closing Paragraph

- Include a recap of why you want the position and are a good fit
- Include a way to contact you
- Thank the person for the opportunity to apply/reviewing your application

Cover Letter Format Example

REBECCA JO SANDKING

Omaha, NE, 68108 • (999) 999-999 • rjsandking@gmail.com

Kirk Captain, Human Resources Director
SNA International
162 S. Melody Road
Greenfield, Oregon 12345

May 15, 20XX

Dear Kirk Captain:

If you know preferred gender you can use Ms./Mr. – if not, use person’s full name. If name is not available, use a generic greeting such as “Dear Hiring Manager.”

The first paragraph should clearly state the position you are applying for and introduce yourself as a candidate.

I am writing to express my enthusiastic interest in the Bioinformatics Scientist position at SNA International. I have a deep-rooted passion for harnessing the power of technology and computer science to advance the fields of forensics and biology; data science (DS) and biostatistics are imperative for investigation and impact. At SNA International, I envision myself being a part of a team that cares about its impact and that focuses on strong data-based outcomes in Greenfield, Oregon. I am excited to apply this expertise to support your organization’s mission.

My expertise in data visualization and integration aligns strongly with the requirements of this role. I have consistently demonstrated my ability to develop novel statistical methods and visual analyses, such as tracking COVID-19 disease spread and vaccination rates. I am detail-oriented and capable of performing evidence movement duties with the utmost care and precision. My skills in data cleaning, processing, and organization will enable me to efficiently streamline data processes for the upcoming analytics project.

The body should include examples of relevant experiences that showcase your transferrable skills. Utilize the job description to focus on specific skills. Do not restate everything in your resume.

I have five years of formal experience conducting scientific research. During my time at CHI Health, I worked with patient data and large patient population datasets, focusing on MCI, Parkinson’s, Glaucoma, Rheumatoid Arthritis, and Diabetes. My research particularly examined the neurocognitive impacts of these diseases on driving and motor abilities. This experience taught me the importance of handling sensitive and confidential data, utilizing bioinformatics to achieve outcomes, and effectively communicating important findings—all skills that are highly relevant to this role.

I am excited about the opportunity to contribute to the bioinformatic science endeavors at SNA International. I truly believe that my skills and passion for this field make me an excellent fit. With a strong background in research, project and data management, leadership, computer programming, and data analysis, I am confident in my ability to contribute to this role, the team, and the success of ongoing projects. Thank you for considering my candidacy, and I look forward to hearing from you soon.

The conclusion should sum up why you are a good fit/interested in the job, an invitation to contact you, and include a thank you.

Sincerely,

Rebecca Sandking