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### 3 QUESTION COVER LETTER (Formal)

By Mauri Schwartz  
President/CEO Career Insiders

YOUR NAME

1234 Your Street  
San Francisco, CA 94100

(415) 123-4567  
firstname.lastname@gmail.com

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*month day, year*

*name-of-targeted-person*  
*title*  
*organization name*  
*street address*  
*city, state zip code*

Dear Ms Schwartz: *If you don't know the name, leave this line blank; ie, delete it. Use your own judgment as to whether or not you should use the more formal address (Dear Ms Schwartz) or casual (Dear Mauri).*

**Paragraph 1 – Intro + why this job/company?** *Compliment them on something specific that makes them stand out from the other firms you've contacted.*

I would like to introduce myself to you as a candidate for your Healthcare Policy Administrator position. ABC Corporation is known for being in the forefront of local efforts to ensure young children are getting the resources they need to develop properly, and I would enjoy the opportunity to support this effort.

**Paragraph 2 – Why you, why should they hire you?**

*Use the following section to describe your experience and accomplishments as they relate to the position you are seeking. Match these to the job description but be brief and to the point. If possible, point out a **specific** accomplishment that matches their needs and/or environment. Keep this letter short, about ½ page altogether, and not crowded. You may include bullets to highlight key points. Be sure to use ones that reflect the top 3-4 priorities of the specific job.*

*Here is an example.*

My background includes extensive experience in client relationship management. I am known for my abilities to create success from problem projects, communicate with a range of personnel, and step up to the plate to assume unanticipated assignments. Other qualifications include the following:

- Healthcare expert who is highly experienced in the oversight of behavioral health and recovery services delivery as a manager, as a trainer, and directly to those in crisis involving violence, substance abuse, and sexual abuse.
- Customer service orientation and ability to build cross-functional relationships within the organization.
- Strong organizational, record-keeping, data analysis and computer skills; experienced in research, documentation of results, and generation of summaries and reports.
- Excellent written and verbal communication skills; proven reliability and commitment to successful project completion.

**Paragraph 3 – What next?**

*name-of-targeted-person*, I welcome an opportunity to discuss the Healthcare Policy Administrator role and my qualifications further. Meanwhile, thank you for your consideration, and I hope to hear from you soon.

Best regards,

Your Name  
Enclosure (1)