

Cover Letter Example

Use a personal greeting

Avoid "To Whom It May Concern" or non-tailored greetings whenever possible

Show your research

Let them know what you like about the organization and why you want to work there

Give an example

See the next page to learn how to highlight your skills in body paragraphs

Follow-up

Restate your contact info, thank them for their time, and reference your enclosed/attached resume

Scan your signature

Personalize your closing by scanning in a picture of your signature

2112 N. Dogwood Avenue
Bloomington, IN 47405

November 2, 2021

Louise Julien
Human Resources Manager
Southern Mental Health Center
123 Hireme Way
Indianapolis, IN 40326

Dear Ms. Julien:

I am writing to apply for the Care Coordinator position at Southern Mental Health Center, which I learned about on LinkedIn. The mission of Southern Mental Health, to "empower our clients while contributing to the field," aligns perfectly with my own philosophy of supporting clients in making their own life improvements. I believe that my experience as a mentor and a tutor, along with my degree in Psychology from Indiana University in Bloomington makes me an excellent candidate for this position.

A strong example of my experience that directly relates to the Care Coordinator position occurred when I was a student researcher for the Cognition and Action Neuroimaging (CAN) Laboratory in the Psychology Department. I worked as a member of a seven-person team to analyze findings from observations of 18 toddlers' cognitive interactions. This project taught me to gather and assess findings accurately. In working with toddlers, I also learned to actively listen and observe to understand and prioritize their unique needs and complete my duties efficiently.

In closing, I am excited about this opportunity and eager to discuss how my education and professional experience make me a strong candidate for the Care Coordinator position. I look forward to learning more about the position and Southern Mental Health Center. My resume is enclosed for your review. Please contact me at 812-855-0000 or email me at kattay@indiana.edu. Thank you for your time and consideration.

Sincerely,



Katherine C. Taylor

Enclosure

