COVER LETTERS

A well-written cover letter should catch your reader’s attention, entice them to learn more about you, and make them want to speak with you. It is a powerful marketing tool that tells the story behind your resume. Cover letters are tailored to the specific position and company you are applying for.

Formatting
- Cover letter should be less than 1 page with 3-5 paragraphs.
- Introduction (1 short paragraph), body (2 paragraphs), and conclusion (1 short paragraph).
- Use standard business letter format.
- No spelling or grammatical errors.

Paragraph 1: Introduction- Get the Manager’s Attention
- Describe how you learned about the position and name a personal connection if you have one.
- Show your interest in an engaging manner, enticing the employer to read further.
- Introduce what you are currently doing (MS MIS student and when you graduate).
- Include your purpose for writing (the specific opportunity) and the reason you are applying (your motivation, background, a couple of key skills, or what you like about the company).

Paragraph 2 & 3: Body- Rouse the Manager’s Attention & Create a Desire to Meet You
- Describe your interest in the position and the company.
- State how you align with the company’s mission and values, showing how you would be a good cultural fit.
- Focus on what you can bring to the company, not what they can offer you.
- Describe your background, skills, and experience and state how they relate to the position and/or organization.
- Focus on the skills in the job description and how you have demonstrated those in the past.
- Illustrate your points using specific examples.

Paragraph 4: Closing- Ask the Manager to Take Action
- Reiterate why you are a fit and why you will succeed in the company or position.
- Include how the reader can contact you and invite them to.
- Thank the reader.

Additional Tips
- Research the company before your write your letter.
- Identify and address the interests of the employer.
- Make sure to list the company and the position in the letter.
- Customize for each position, referencing key words and skills listed in the job description.
- Mirroring the same language used in the job description.
- Write simply, clearly, and accurately.
- Don’t just restate your resume, complement and expand upon your resume.
- Have someone proofread your letter.
- If applying by email, include your cover letter in the body of the email and attach it.
- Submit your cover letter as a PDF.
5555 N. University Dr.
Tucson, AZ 85737

August 21, 2018

Director of Human Resources
Ventana Medical Systems
1910 E. Innovation Park Dr.
Oro Valley, AZ 85755

Dear Director of Human Resources,

It is with great pleasure and enthusiasm that I am applying for the SAS Programmer position with Ventana Medical Systems. I will be graduating with a Master's degree in Management Information Systems from the Eller College of Management in December 2018. My experience as an Informatics Analyst has allowed me to gain insight into the ever-evolving field of medical technology and data.

In addition to the experience and skills listed on my resume, I would like to go into detail about my qualifications for this specific position. I have extensive knowledge in:

**SAS Programming & Medical Data:** I utilized SAS as an Informatics Analyst at Mercer to analyze Medicaid claims and enrollment data for risk adjustment and rate setting purposes. This involved creating and manipulating SAS datasets, transferring data through different platforms, assessing data accuracy, and developing reports for clients. I also utilized SAS to create value from raw data, whether this was in the form of SAS data, excel and access outputs, or complete reports with data, tables, and summaries. Additionally, I was exposed to many aspects of the medical field and the vast amount of data associated with it. By analyzing medical data, I became familiar with different medical codes, procedures, and costs.

**Collaboration & Innovation:** I believe my skillset in working in teams aligns with Ventana’s collaborative culture. One demonstration of my collaboration abilities is when I worked with a team to develop an entirely new data monitoring report which became the Informatics Division’s first direct deliverable to the Department of Health. We identified what medical claims and enrollment factors would be important to our stakeholders, created and designed a full report, and used SAS programming to code the various metrics. Examples of included metrics were surgical procedure code validity, data completeness, and prevalence of patient diagnoses just to name a few. Throughout this project and my team came up with creative solutions to problems that arose and proposed a new ideas to approach our problems. I am excited about the opportunity with your organization because I know that my innovative mindset and collaboration skills directly align with your values.

I believe that my technical skills and demonstrated results qualify me for consideration of the SAS Programming position at Ventana Medical Systems. I appreciate your time and would welcome the further discussion of how I can make a valuable contribution to your team. You can contact me at 520-555-4972 or wilburwildcat@email.arizona.edu.

Sincerely,

Wilbur Wildcat