

John Smith
Safeway, San Francisco
14 Filmmaker Drive
San Francisco, CA 94114

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Dear Dr. Adams:

I am writing in response to your **Associateship** opportunity, recently posted on the American Dental Association job board. As a recent graduate from the University of California, San Francisco's DDS program, I have three years of clinical experience in a private practice setting, and Spanish and Mandarin language skills. As a resident of San Diego for fifteen years, I am committed to returning to the southern California area to serve the health care needs of my local community.

- **Academic Training/Three Years of Clinical Experience:**

My training enables me to triage patients, conduct patient interview and history taking, conduct dental and oral cancer screening, propose diagnosis and treatment plan and make referrals for patients who need ongoing specialized or emergency. Additionally, my training includes experience in Endodontics, Restorative, and Prosthetic dentistry.

- **Excellent Interpersonal and Spanish/Mandarin Language Skills:**

My clinical experiences have included working with pediatric, adult and elderly patients, and I have used my Spanish and Mandarin language skills in a medical capacity, sometimes even serving as the translator between the client and the dental team. My volunteer experience at the UCSF Dental Clinic has taught me how to address clients professionally and respectfully, discuss their concerns, and manage their frustrations. While the staff could not always solve the problem, I learned that the goal is always to have a positive exchange, and leave patients with a positive impression. I was recognized for this ability, and awarded with a volunteer of the month award.

My professional goals include returning with my family to the San Diego area and working in a private practice setting. Your opportunity offers an exciting experience for me: to use my skills and experience and to learn how a successful practice is run from every angle. Please contact me at 123.456.7890 should you wish to speak further.

With regards,

John Smith

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A. Why write a cover letter?

A CV or resume only explains all of your previous academic training and professional skills. A Cover Letter:

1. Summarizes how that academic training and professional skills will directly benefit them.
2. Explains desire – why you want the job.

B. Often, employers only skim the first paragraph, so Smith's paragraph is a summary of:

- A. What he brings to the table (experience & skills)
- B. Why he wants the job (desire)

This includes his:

1. Academic training
2. Professional skills
3. Desire

C. The rest of his cover letter gives detailed evidence about his claims in his first paragraph. It also follows the order of his summary paragraph.

1. Academic training & 3 years clinical experience
2. Interpersonal & language skills
3. Desire

D. Note that the text focuses on examples and language about what he is able to do for the employer. For example: "My training enables me..."

E. Isn't this a long letter?

A cover letter can be 1-4 paragraphs. A briefer letter would only include the first "and last paragraph.

F. Do employers really read cover letters?

Yes. The real question isn't if, but when do employers read cover letters? Think about how you sort through a stack of information. First, you'd probably skim the CV/resume and first paragraph of the cover letter, to sort candidates into 'yes', 'no' and 'maybe' piles.

The second time through, you'd read everything closely to whittle down your 'yes' pile to 3-5 strong candidates to invite to interview. But what if there were 6?

Here's when a cover letter is most valuable: it makes your argument about how you can contribute to their organization, and why you want the position. Those without cover letters have to hope that the employer can figure that out. It might be the edge you need!