

# Cover Letter Templates

60 Haven Avenue, Apt. 2D  
New York, New York 10032  
July 20, 2008

Melissa Brown  
Recruiting Manager  
Porter/Novelli  
1675 Broadway, 18<sup>th</sup> floor  
New York, New York 10019

Dear Ms. Brown:

I will graduate in December 2008 from the Mailman School of Public Health, Columbia University with an MPH in Sociomedical Sciences. A recent, wide-ranging discussion with John Colon, a School of Public Health alumnus and senior marketer with your firm, confirmed my interest in a social marketing career with Porter/Novelli.

My knowledge of the healthcare industry coupled with my marketing education and experience position me as an excellent candidate for social marketing opportunities at Porter/Novelli. During my undergraduate years, I was selected as one of two summer interns at a major NYC-based advertising firm and became well versed in the component parts of successful national advertising campaigns. After receiving my undergraduate degree, I contributed to the work of a major consulting team devising cutting-edge solutions to the challenges of the healthcare marketplace. During my internship with one of your competitors in the social marketing field, I had the opportunity to apply marketing principles and techniques to important public issues. I am convinced that my interpersonal, analytical and leadership skills are ideally suited to the marketing function, and I am confident that the Porter/Novelli culture is a good match for my personality, talents and career goals.

I look forward to the opportunity to meet with you at your earliest convenience to discuss how my educational credentials and experience in healthcare and marketing can significantly contribute to the marketing projects in which Porter/Novelli is engaged. I will contact you within the next 10 days to schedule a mutually agreeable time to interview, or you may reach me at [rj45@hotmail.com](mailto:rj45@hotmail.com).

Sincerely,

Katherine Jones

KJ/  
Enclosure

525 West 96<sup>th</sup> Street  
New York, New York 10027  
July 30, 2008

Diane Owens  
Recruiting Manager  
Family Health International  
2101 Wilson Boulevard  
Fairfax, Virginia 22203

Dear Ms. Owens:

I will graduate from the Columbia University with an MSW in Social Work and an MPH in Population and Family Health in October, 2008 and December 2008 respectively. Melanie Jones, a former colleague who works with Family Health International suggested that I contact you to discuss the policy analyst positions which you hope to fill within the coming months.

My knowledge of family and child health policy and practice is comprehensive. As an undergraduate, I was selected as a White House Health Policy Intern and became well versed in the issues confronting our healthcare delivery system. Most recently, while completing an internship at the Children's Defense Fund, I assumed major responsibility for three major child health initiatives that will impact future family and child health policy decisions. During my years at the International Rescue Committee, I not only enhanced my knowledge of international health issues, but also honed my written, oral presentation, interpersonal and marketing skills. I am convinced that my leadership and analytical skills and my familiarity with critical health issues make me an excellent candidate for the positions available at Family Health International, and I am confident that the culture of the organization is a good match for my personality, talents and career goals.

I look forward to the opportunity to meet with you at your earliest convenience to discuss how I can contribute to the work in which Family Health International is engaged. Since I will complete my assignment in Washington, DC prior to the end of August, I plan to contact you within the next 10 days to schedule a mutually agreeable time to interview.

Sincerely,

Susan Hirano  
SH2006@columbia.edu

SH/  
enclosure

600 Fort Washington Avenue  
New York, New York 10032  
July 15, 2008

Richard Miles  
Recruiting Manager  
New York City Department of Environmental Protection  
1675 Broadway, 18<sup>th</sup> floor  
New York, New York 10019

Dear Mr. Miles:

I will graduate in December 2008 from the Mailman School of Public Health, Columbia University with an MPH in Environmental Health Sciences. My interactions with the Department during my internship at the Environmental Protection Agency confirmed my interest in a career in compliance with the New York City Department of Environmental Protection.

My knowledge of public health coupled with my research, legal and regulatory experience position me as an excellent candidate for opportunities with the New York City Department of Environmental Protection. Shortly prior to graduation from New York University, I was selected as one of two research assistants at a New York City law firm with a major environmental law practice and became well versed in the process of regulatory compliance filings. During my years at a Washington, DC independent research organization, I engaged in research and analysis which prompted reforms at the Environmental Protection Agency. As a summer intern at EPA, I had the opportunity to contribute to these same reform initiatives. I am convinced that my interpersonal, analytical and leadership skills are ideally suited to the compliance function, and I am confident that the regulatory culture is a good match for my personality, talents and career goals.

I look forward to the opportunity to meet with you at your earliest convenience to discuss how my educational credentials and experience can significantly contribute to the initiatives in which the Department of Environmental Protection is engaged. Please feel free to contact me at my e-mail address (RN1@aol.com) or at my home (212.316.2999) after 6 pm.

Sincerely,

Thomas Brown

TB/  
enclosure

650 Fort Washington Avenue  
New York, New York 10032  
July 23, 2008

Diane Smith  
Recruiting Manager  
CSC Healthcare  
1675 Broadway, 18<sup>th</sup> floor  
New York, New York 10019

Dear Ms. Smith:

I will graduate in February 2009 with an MPH in Health Policy and Management from the Mailman School of Public Health, Columbia University. My 2008 practicum in health care consulting as well as my recent exposure to the world of consulting during the McKinsey & Company Insight program have convinced me that my leadership and analytical skills are ideally suited to a career in healthcare consulting.

My knowledge of the healthcare industry is comprehensive. During my undergraduate years, I was selected as a White House Intern and became well versed in the policy issues confronting the healthcare system. As a departmental administrator at a major west coast delivery organization/academic medical center, I participated in the operational, financial and marketing decision-making that defines healthcare/hospital administration. Most recently, I contributed to the work of a consulting team devising cutting-edge solutions to the challenges of the healthcare marketplace. My employer research and my contacts with Mailman School of Public Health alumni at CSC Healthcare have confirmed that the CSC Healthcare culture would be a good match for my personality, talents and career goals.

I look forward to the opportunity to meet with you at your earliest convenience to discuss how my educational credentials and experience in healthcare can significantly contribute to the bottom line at CSC Healthcare. I will contact you within the next 10 days to schedule a mutually agreeable time to interview.

Cordially,

Jason Martinez  
212.615.3499  
JM2@gmail.com

JM/  
enclosure

90 Haven Avenue, Apt. 3C  
New York, New York 10032  
July 6, 2008

Miriam Lane  
Recruiting Manager  
Bristol-Myers Squibb Company  
345 Park Avenue  
New York, NY 10154

Dear Ms. Lane:

I graduated in May 2008 with an MPH in Biostatistics from the Mailman School of Public Health, Columbia University. The Scientific Career Ladder opportunities presented by John Mathews, one of your senior biostatisticians, during a recent visit to the School confirmed my interest in a career in scientific research at Bristol-Myers Squibb.

My knowledge of the pharmaceutical industry is based on my six-month tenure at the Johnson Pharmaceutical Research Institute during the summer and fall of 2006. In addition to the clinical trial work that was a major focus of my position, I had the opportunity to support cross-functional project teams and demonstrate my mastery of linear modelling, categorical data analysis, survival analysis and non-parametric methods. At the end of my three-month summer internship, my managers expressed their satisfaction with my performance by offering me the opportunity to continue to work through the fall and contribute to a new clinical trial. As a result of this experience, I am convinced that my research and analytical skills are ideally suited to a career in biostatistics, and I am confident that the Bristol-Myers Squibb culture is a good match for my personality, talents and career goals.

I look forward to the opportunity to meet with you at your earliest convenience to discuss how my educational credentials and specific experience in biostatistics are suitable requisites for opportunities at Bristol-Myers Squibb. I will contact you in the coming weeks to schedule a mutually agreeable time to meet.

Sincerely,

Denise Simone  
212.675.1993

DS/  
enclosure

300 West 110<sup>th</sup> Street, #1B  
New York, New York 10027  
January 15, 2008

Dr. James Nelson  
Personnel Officer  
Department of Health and Mental Hygiene  
2000 Rockledge Pike  
Baltimore, MD 21201

Dear Dr. Nelson:

I will receive my DrPH in Epidemiology from the Mailman School of Public Health, Columbia University in August 2008. I plan to relocate to Baltimore following receipt of my degree. I am writing to express my interest in the Epidemiologist position advertised in the December issue of *Epimonitor*.

In my position as Public Health Epidemiologist for the New York City Department of Health, I have contributed to epidemiologic and surveillance studies of diseases and conditions including West Nile virus, tuberculosis and lead poisoning. Recently, I assumed a lead role in training and supervising junior staff members in the design and evaluation of studies of significance to the Department. Additionally, as a result of my strong platform and writing skills, I was chosen by my superiors to convey epidemiological information and public health action plans to colleagues and public officials during the recent West Nile virus crisis. I feel confident that my competencies are those you seek for the Epidemiologist position. Given my many years with the New York City Department to Health, I would adapt to the culture of the Department of Health and Hygiene with minimal effort.

I look forward to the opportunity to meet with you at your convenience. I will be in Baltimore in February to facilitate a panel at the annual meeting of the American Epidemiological Society. I am certain I can coordinate my schedule to meet with you then. I look forward to hearing from you.

Sincerely,

Hyung Lim  
HL235@columbia.edu

HL/  
enclosure