

# Cover Letters : Utilizing the Job Description

**W**hen writing your cover letter, it is important to relate your skills and knowledge to the position for which you're applying. What related experiences can you emphasize to show a connection between your abilities and the position? Also, think about developing your cover letter from the employer's perspective. If roles were reversed and you were hiring for this position, would you consider yourself a strong candidate qualified for an interview? In short, have you sold yourself on paper and linked your experiences to what is asked within the job description and desired qualifications?

The following position was posted on [HireaHawk.com](http://HireaHawk.com), the University of Iowa's online job and internship database.

The underlined text illustrates where the applicant intends to detail her experiences that connect to that particular job task or desired skill. The following cover letter will demonstrate how the applicant relates her experiences to the job description.

**Job Title:** Corporate Wellness Assistant (Internship)

**Organization:** Mercy Fitness Center

**Location:** Cedar Rapids, IA

**Industry:** Health Services/Health Care;  
Public Health/Health Promotion

**Description:** The internship program in Corporate Wellness at Mercy Fitness Center is designed to provide the student with a well-rounded, hands-on experience in designing and delivering all aspects of a worksite wellness program.

**Responsibilities:**

- Execute portions of Health2Work fitness assessments for corporate clients
- Complete data management and reporting
- Design and implement Wellness Incentive program
- Workshop design and presentation
- Evaluation of wellness programs and utilizing data for continuous program improvement
- Advertising, marketing, and promotion of programs
- Learn basic wellness coaching principles and their importance in a wellness program

**Desired Skills:**

- Excellent communications skills, both written and verbal
- Strong attention to detail and time management skills
- Comfortable presenting to large groups
- Self-motivated with ability to complete work under tight deadlines
- Value health and wellness and maintain a healthy lifestyle

## Sample Cover Letter

**Hillary Stevenson**

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(319) 222-3456; hillary-stevenson@uiowa.edu

October 15, 20XX

Mercy Fitness Center  
455 First Avenue  
Iowa City, IA 53342

Dear Human Resources Director

I am writing to express an interest in the Corporate Wellness internship position recently posted on [HireaHawk.com](http://HireaHawk.com). I feel that your mission of providing health and wellness services corresponds with my values of informing and education the public on how to live a healthy lifestyle. I would like to be considered as a candidate for this internship for spring semester.

As a junior majoring in Health Promotions at the University of Iowa, I have taken several classes that has expanded my knowledge of the health coach profession. For example, in my Community and Worksite Health Promotions class, I created and developed a series of wellness workshops for a fictional health organization. Through this project, I learned that the best health promotion programs incorporate statistical information presented in a personal manner. Additionally, I also volunteer at CHAMPS, the Cardio Rehab unit at the University of Iowa Hospital and Clinics. As a member of the CHAMPS team, I provide fitness assessments and exercise prescription for recovering surgical patients. As a result of this experience, I understand how important encouragement and motivation are to others as they strive to meet their health goals.

In addition to my related experiences, I am quite active on campus. As a Peer Advisor for the Pomerantz Career Center, I am responsible for promoting career center programs and services. I often present career-related workshops to classes and student organizations so I am comfortable with public speaking. I also possess strong communication and interpersonal skills and enjoy working with others.

I welcome the opportunity to further discuss the Corporate Wellness internship position. I will contact you in two weeks to make sure you have received my materials. Thank you for your time and consideration. I look forward to your response.

Sincerely,

*Hillary Stevenson*

Hillary Stevenson

*\*Please note: The underlined text illustrates the direct connections to the job description the applicant made when writing their cover letter. DO NOT underline in your actual cover letter—this is intended for learning purposes only.*