

PA CAREER GUIDE

A well-written cover letter is an effective way to introduce yourself and your work to prospective employers and spark their interest in meeting you. Cover letters should be concise, lively, and tailored to each position for which you apply. Cover letters follow a general format. Use our guide and make sure yours gets you the position you want.

- Each letter should be at maximum one page long, consisting of approximately three paragraphs.
- The purpose of your letter, including mention of the specific position you are applying for, should be stated in the first paragraph.
- In the body of the letter, explain how your skills and experience would benefit the practice or organization.
- If you have a contact at the practice or institution who recommended you apply, mention them in the first paragraph.
- Mention areas of excellence that are listed on your résumé or CV and explain them further.
- Close with proposed next steps, such as calling to follow up within a week, and thank your reader for their time.
- Maintain an enthusiastic yet professional tone throughout.
- For cover letter samples, visit AAPA's [Career Central](#).
- Ask a capable friend or professional editor to proofread your résumé (or CV) and cover letter before you send them.