

1 Expert Tip: If available, include the job posting's reference number so it's clear what role you're applying for.

2 Expert Tip: Share your interest in the organization and/or role. Martha did both here, and the personal connection to the organization's work is quite compelling!

3 Expert Tip: Consider a "T-format" cover letter approach where you select the job posting and then address your skills or expertise as they relate.

1 Reference: Job Posting A721 (Patient Outreach Administrator)

Dear Recruiter:

I'm very interested in the Patient Outreach Administrator role recently posted to LinkedIn and am attaching my resume for your consideration.

2 The National Association for Cardiac Care's work in disease prevention and education has made it a target organization as I launch my job search with my new degree (BS, Health Administration) in hand. The National Association for Cardiac Care's work in disease prevention and education has made it a target organization as I launch my job search with my new degree in hand. Your 'Hearts Beat Better' campaign actually led a family member to seek out a cardiologist, likely preventing a major event. Thank you

In addition to my studies, I have professional experience managing a busy medical practice and in supporting another national health-focused nonprofit as an administrative assistant. My enclosed resume details my qualifications and experience today, though I'd like to make the following points relating to the qualifications noted in the job posting:

Desired Qualifications
Organized and skilled multitasker

My Experience
The only way to successfully manage attending school full-time and working full-time in a busy medical office is to be an expert organizer and multitasker. The Medical Director is amazed at what I accomplish!

Compassionate and Client-focused

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Interview Script | N

Whether your degree stands alone or is backed by years of experience, it can offer a potential employer. Thinking through common interview questions can build confidence. Remember, this is a two-way conversation, so you'll also be looking for questions to ask. Here are some examples of commonly asked questions and how they might be answered.

"Tell me about yourself."

"I am very excited to put all the tools and skills I learned in my work experience and degree program to work for a dynamic organization. I like the idea of providing a high-quality service while paying attention to the details. I am a team player and I am a hard worker."

"What made you decide to apply?"

Identify a weakness and the steps you took to correct it.

"To be honest, I used to really struggle with public speaking. While in my program, I took a class on public speaking and joined Toastmasters. Now I am confident in my public speaking skills."

"What's your biggest weakness?"

Questions like this are asking for a story. One approach is to use the S.T.A.R. format.

Situation – "In my final year as a student, I used my capstone project to address a real challenge faced by many hospitals."

Task – "I completed a capstone project focused on process improvement for a mock hospital."

Action – "I created a detailed project plan, focused on streamlining the billing process from manual to automated billing."

Result – "Our estimates are that this project would have increased productivity by 52% to a real organization, not including the saved labor costs."

Interview Q&A | New Graduate

What's your biggest weakness?

What questions do you have for me?

Additional notes:

FINAL REMINDERS:

- Send an email after your interview thanking everyone for their time. Invite them to contact you if they
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