



Applying for a Board or Committee Position: Tips on Writing a Good Cover Letter

A well-written cover letter creates a first impression to the organization reviewing your candidacy. Whether the board or committee is compensated or not, you should treat it the same when writing a compelling cover letter.

- Carefully review the Board Opportunity announcement for desired qualifications and due dates.
- Develop a one-page cover letter.
- Address your cover letter to the person named in the announcement.
- Focus on your qualifications and link them to those desired by the sponsoring organization.
- Focus on key words in the announcement.
- Many applicants have years of nursing experience; it is important that you highlight your depth of background and skills. Emphasize your actions and results. Use the **STAR** process: Identify a **S**ituation or **T**ask where you had an impact; identify your **A**ction; and identify the specific **R**esults.
- Succinctly describe your specific interest and expertise that will distinguish you from other applicants.
- Do not minimize your talents and potential contributions! Nursing education and practice require complex assessment and problem-solving skills. Think broadly about the way you have developed as a leader that will serve the sponsoring organization in its mission and success.
- Best Practice: Make sure to proof your cover letter and share it with a colleague before submitting. Always include your contact information on any documents you submit.
- Include a link to your LinkedIn® profile.

NOBC staff is available to assist you in the review of your application. Please reach out to us if you would like suggestions or feedback. nobc@nursesonboardscoalition.org

Resources:

<https://www.nursesonboardscoalition.org/>

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