

Kennedy Career Enhancement Series

# HELPFUL INFORMATION FOR COVER LETTERS & LETTERS OF INTENT



KENNEDY  
PHARMACY INNOVATION  
CENTER

OFFICIAL ROLE FOR WHICH YOU ARE  
APPLYING

DUE DATE

NAME, CREDENTIAL, TITLE, ADDRESS

PROGRAM/COMPANY NAME & WEBSITE

PROGRAM/COMPANY MISSION, VISION & VALUES

ATTRIBUTES OF PROGRAM/COMPANY & ROLE THAT INTEREST YOU

QUALITIES THAT MAKE YOU A GOOD FIT

HOW YOU HAVE DEMONSTRATED THESE QUALITIES

SHARED VALUES/GOALS BETWEEN YOU AND THE PROGRAM/COMPANY

SHORT TERM CAREER GOALS

LONG TERM CAREER GOALS