

HOW TO SUBMIT A LETTER OF INTENT

Internal Posting(s) are emailed to all staff when positions become available on the bottom of the page of all postings there are instructions on how to apply and what documents are needed to be considered.

For example, this is what the instructions would look like for a standard posting:

- **Letter of Intent-** This is a formally written (preferably typed) letter expressing your interest in your role and why you feel you qualify to be considered.
- **Resume-** This is your most up to date resume *including* your current Misericordia role.
- *Any additional documents* that are required will be listed on the posting- for example, a designated writing sample is an additional requirement for our QIDP roles.
- **ALL Letters of Intent are to be emailed to Professional Recruiter, Cicley Mosley**
cicleym@misericordia.com

Need assistance or advice on how to draft a Letter of Intent or Resume? Please contact a member of the Recruitment Team and we will gladly assist you. See below on how you can work with Recruitment to submit your Letter of Intent.

Assisting Staff: Process

1. Staff should come prepared.
 - Resume
 - Letter of Intent
2. Staff will be paired with a recruiter
 - Recruiter will look over resume/Letter of Intent
 - Recruiter will offer guidance & support on how to properly create, update, edit resume/Letter of Intent

Resume and Letter of Intent Resources:

Websites for free resume and letters of intent:

www.resumegenius.com

www.myperfectresume.com

www.resume-now.com

www.cover-letter-now.com

www.myresumestar.com