



Other Essential Job Search Tools: Show Your Spirit!

Beyond your resume and interview preparation, a successful job search at CommonSpirit Health often requires a few more tools to fully showcase your qualifications and commitment to our mission.

Cover Letter (Tailored Introduction & Storytelling)

- Your cover letter is your opportunity to directly explain “why” you are interested in the specific role at CommonSpirit and why you are the best fit. It’s a personalized pitch, not just a rehashing of your resume.
- Always customize your cover letter for the specific job and organization that you are applying for.
 - **Personalize it:** Address it to the hiring manager or recruiter by name if possible.
 - **Connect to the Mission:** Clearly articulate your understanding of CommonSpirit’s mission, values and how your personal and professional philosophy aligns.
 - **Express Enthusiasm:** Convey genuine excitement for the specific role and the opportunity to contribute to our work.

List of Professional References (Prepared & Pre-Approved)

- **Who to Choose:** Select individuals (former supervisors, mentors, senior colleagues, clinical instructors) who can speak directly to your performance, your embodiment of our core values, and your impact on patient care or team collaboration.
- **Pre-Approval:** Always obtain explicit permission from your references *before* giving out their contact information. Inform them about the specific job(s) you’re applying for so they can tailor their feedback.
- **What to Include:** For each reference: Full Name, Job Title, Organization, Phone Number, Email Address, and their relationship to you (e.g., “Former Manager”).

- NOTE: Do not include this on your resume. Have it ready as a separate PDF document and only provide it when specifically requested by the hiring team.

Professional Digital Presence (LinkedIn Profile & Beyond)

- Your professional digital presence is an online representation of your professional brand, expanding on your resume and showcasing your networking, thought leadership, and engagement.
- Ensure your LinkedIn profile is fully updated, professional, and consistent with your resume. Highlight experiences, skills, and endorsements that align with healthcare and CommonSpirit's values.
- Participate in relevant industry groups, follow CommonSpirit Health, and share insightful articles related to healthcare trends, patient care, or community health.
- Portfolio/Website (if applicable): For roles in creative fields, IT, or research, a professional online portfolio or personal website can demonstrate your capabilities and projects in action.
- NOTE: Maintain a professional and positive online presence.

Portfolio (Specific to Certain Roles)

- A portfolio is a collection of your work samples that visually demonstrate your skills and accomplishments. Crucial for certain design, marketing, IT (UI/UX), education, or even administrative roles that involve creating materials.
- If your role involves creating patient education materials, marketing campaigns, data visualizations, or training modules, a portfolio can showcase your ability to communicate effectively, innovate, and contribute to excellence.
- Curate only your best, most relevant work. Ensure it's easy to navigate (often a link to an online portfolio).

Thank You Note (Post-Interview Follow-Up)

- A polite, professional follow-up after an interview to reiterate your interest, thank the interviewer for their time, and briefly reinforce your qualifications.
- Send this within 24 hours of the interview.
- Personalize: Reference specific points from your conversation, showing you were engaged and listening.
- Briefly restate how your skills and passion align with the role and CommonSpirit's mission/values.
- Proofread carefully.
- Email is generally preferred for speed. Send a separate, personalized note to each interviewer.

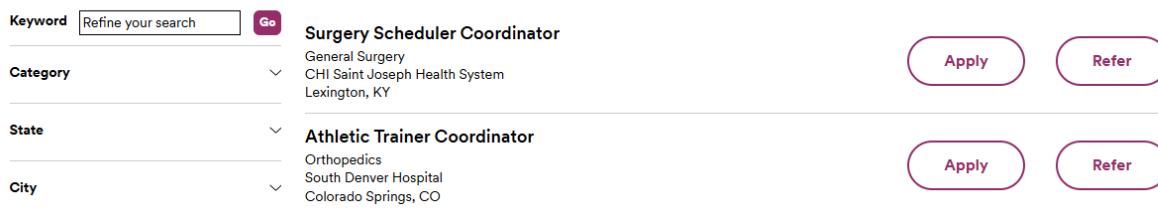
Staying Connected with CommonSpirit Health

Even if the current opportunity isn't the perfect fit, we encourage you to stay connected with CommonSpirit Health. We are always looking for compassionate and dedicated individuals to join our team and contribute to our mission of creating healthier communities.

- **Job Alerts:** Sign up for job alerts on our [careers website](#) to receive notifications about new openings that match your skills and interests.
- **Talent Network:** Join our [talent network](#) to share your profile, receive updates about CommonSpirit Health news and events, and learn about future career opportunities.
- **Follow Us:** Follow CommonSpirit Health on [LinkedIn](#), [Facebook](#), [Instagram](#), [YouTube](#), and [Glassdoor](#) (where you can also read and leave reviews about our culture and workplace) to stay informed about our latest initiatives, mission-driven work, and career insights.
- **Refer a friend:** If you see a job that aligns with a friend or family member, you can easily refer them and encourage them to apply. It's a quick and easy way to share this opportunity.

Filter

All results



The image shows a job search interface with a sidebar for filtering and a main area for results. The sidebar includes a 'Keyword' search bar, a 'Go' button, and dropdown menus for 'Category', 'State', and 'City'. The main area displays two job listings: 'Surgery Scheduler Coordinator' and 'Athletic Trainer Coordinator', each with an 'Apply' and 'Refer' button.

Category	State	City	Job Title	Location	Actions
General Surgery	Orthopedics	Colorado Springs, CO	Surgery Scheduler Coordinator	CHI Saint-Joseph Health System	Apply Refer
Orthopedics	South Denver Hospital	Colorado Springs, CO	Athletic Trainer Coordinator	South Denver Hospital	Apply Refer

By preparing these additional tools, you can present a comprehensive and compelling package to CommonSpirit Health, demonstrating not only your skills but also your dedication to a mission-driven career.