

Three Sample Cover Letters

Name
Address
City/State
Email Address
Date:

JOHN LARSON
SENIOR MANAGER, PHYSICIAN RECRUITMENT
BAYSTATE MEDICAL CENTER
759 CHESTNUT STREET
SPRINGFIELD, MA 01199

DEAR MR. LARSON:

I am a graduate of the University of Minnesota Internal Medicine/Pediatrics residency program and currently a Medicine Chief Resident. I am interested in a position at Baystate Medical Center after I have completed my chief year. Ideally, I would like a mix of outpatient and inpatient medicine and pediatrics with an opportunity to interact with residents.

My interests include resident and medical student education as well as medical informatics. As a chief resident, I have been able to hone my teaching and presentation skills by leading morning reports and Morbidity and Mortality conferences. Also participating in the bioinformatics committee and making improvements on the Veterans Affairs computerized medical record system has given me an understanding about the implementation of computerized medical records.

I was born in New York, raised in Connecticut, and went to college in Massachusetts. As such, my family and many of my friends live in those areas, and my wife and I are planning to settle down in the Northeast.

Working at Baystate Medical center would give me the opportunity to live near my family, work in a tertiary care setting, and continue working with residents.

Thank you for your time,
(Name)

Sent Via Email:

Date:

John Larson
Senior Manager, Physician Recruitment
Baystate Medical Center
759 Chestnut Street
Springfield, MA 01199

Dear Mr. Larson,

I'm writing to introduce myself as someone who might be interested in a pediatrics job in the near future.

I've attached my CV. Briefly, I did a pediatrics residency/chief year in Rochester, NY and a pediatric EM fellowship at Children's Hospital in Boston. I've spent the last 3 years working in a variety of settings (Kings County Hospital, Brooklyn, New York Presbyterian, Manhattan, Ann Arbor Medical Center, and now Children's National Medical Center in DC).

My positions have been mostly as a 2/3 to full-time moonlighter, as this was the easiest way to accommodate our frequent moves (for my husband's career) and our 2 small kids.

We're now ready to stop moving and make a 10-15 year plan. I love the area around Springfield (my family used to live in Becket), and am very interested in your location. I don't know much about your facility, but a good friend (and fellowship classmate), Mark Neuman, interviewed for a job with you a few years ago and loved it.

The ideal position for me would start this summer and allow part-time work for the next few years while our kids are young, but with the strong possibility of a full-time position after that. I expect that once I stop moving my interest in research will return (my primary research area is child abuse), but right now I'm open to both clinical and academic jobs.

I'm happy to provide professional references if/when they can be helpful.

I look forward to hearing from you.

(Name)
555-555-1100

Name
Address
City/State
555-892-1000
February 21, 2007

John Larson
Senior Manager, Physician Recruitment
Baystate Health
Springfield, MA 01199

Dear Mr. Larson:

I am currently a third year resident in the Pediatrics residency program at the SUNY Downstate Hospital at Brooklyn and am extremely interested in the Pediatrician position at your practice. I believe that working at Mary Lane Pediatric Associates will allow me to use my experience to serve a variety of patients and at the same time refine my skills as Pediatrician. Additionally, Springfield is ideal for me from a location perspective.

During my Residency program, I gained significant exposure in several areas - Emergency Care, Neonatal care, Pulmonology, Endocrine, Hematology, Nursery, Infectious diseases, Radiology, Oncology, Immunology, Ambulatory, Cardiology, Adolescent and Behavior and Development. Additionally, I had the opportunity to rotate at some of the leading medical centers in the world including Memorial Sloan Kettering hospital. I also led discussions and presented medical cases to my peers, students as well as senior consultants in the hospitals. This exposure helped me gain a sound educational and practical foundation.

Before joining the residency program, I had significant experience as a primary care physician that gave me a well rounded experience as a doctor, made me familiar with the challenges at different levels and helped me develop empathy for the suffering of the patients. Finally, Springfield suits both me and my husband from a location perspective and I am in the process of applying for a Massachusetts physician license.

I believe that I have the required skills and motivation that will allow me to hit the ground running at your practice. My resume is attached for your review.

Thanks,
(Name)