

# CAREER AND LIFE PLANNING SAMPLE



Sample Physician Cover Letters to  
a Prospective Employer

AIM

Distinguishing factor  
and trump card!

# Sample Physician Cover Letters to a Prospective Employer

The importance of cover letters are too often overlooked. A well-written cover letter "paints a picture" of your candidacy by tying together the employers needs, your qualifications and CV in a concise compelling manner. It can be your distinguishing factor.

## Objectives:

**By the end of this exercise the participant/candidate will be able to:**

- Use this sample and other to craft and evaluate their custom cover letter.



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## How to Use This Tool:

Use this and other sample cover letters to assess the strengths and weaknesses of your cover letter. Does it communicate how your qualifications meet the needs expressed in the job/position description? Does it sell you on yourself?

## Instructions:

Review this and other examples of cover letters to being crafting a custom letter of your own. Look at the cover letters through the eyes of a potential employer. Remember, this letter can open or close doors to your candidacy.

## Related Resources:

TITLE	RESOURCE NO.
<a href="#">How to Write a Cover Letter to a Prospective Employer</a>	ST-14
<a href="#">How to Write a Physician CV</a>	ST-15
<a href="#">Sample Physician CV</a>	S-02



# Sample Physician Cover Letter to a Prospective Employer

## Sample 1

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Dear Dr. Smith:

I am writing in response to the general surgery position (#326543) posted on your website (ABCHospital.org). This letter, along with the enclosed CV, will introduce you to my medical training and background.

With my interest in your position, I was excited to learn ABC Hospital was awarded Best Places to Work for the past five years by Modern Magazine and received the General Surgery Excellence Award two out of the last three years by Healthgrades.

My general surgery residency at Sanford Medical Center has prepared me for the demands of your current opening, including bread and butter general surgery and advanced laparoscopic cases. As a result, I was recently named Surgical Resident of the Year.

I was also part of a five-person team responsible for implementing new programming for residents regarding culturally responsive medical practice for which we were chosen to present at last month's Clinical Congress. Through the year-long implementation of that training program, we were able to improve patient outcomes by recognizing and adapting to the cultural norms of our patients. Due to our proven success, this model is now being adopted at medical centers across the region.

My community-based background and medical training has solidified my desire to practice in a community like Rockford, Illinois – close enough to Chicago to enjoy the amenities of one of the greatest cities in the world, but far enough away to avoid the high cost of living, traffic, and other big-city headaches.

Like your organization, I am committed to providing compassionate care, collaborative practice, emerging technology applications, and research-based medicine, I would welcome the opportunity to discuss my qualifications in more detail and look forward to speaking with you as soon as possible.

Thank you for your consideration.

Sincerely,

First and Last Name, MD,  
[Chief Resident] Optional, if applicable  
PGY[X] Name of Residency Program  
Department of [Specialty]  
Cell: (555) 555-5555  
email: [jjones@gmail.com](mailto:jjones@gmail.com)

# Sample Physician Cover Letter to a Prospective Employer

## Sample 2

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Dear Dr. Smith:

I am writing in response to the Radiology Oncology position posted on the American Society of Radiation Oncology Career Center, Job ID 1817, located in Sandusky, Ohio.

I am currently serving as Chief Resident (PGY5) in the radiation oncology residency at Baylor College of Medicine, under the chairmanship of John Smith, MD. I am excited about the potential opportunity to join your team at the conclusion of my residency in July. As highlighted in the enclosed application materials, including CV and letters of recommendation, I am recognized not only for my professionalism with colleagues, but most importantly, for my dedication to patients and the restoration of their good health.

As you will see, I chose to attend medical school outside of the United States to foster cultural growth and satisfy my appetite for travel. While abroad I had the opportunity to participate in multiple clinical and professional development opportunities that differentiate me from other applicants. Given your international clientele and the cultural and linguistic diversity of the Rockford community, my international and multi-cultural experience will enhance the contributions I would bring to your practice.

Now in my final year of training, I have met the ACGME clinical requirements as we have very strong clinical experience with exposure to all types of cancers. We have most notably achieved great success with HDR brachytherapy for gynecologic cancers, and I have over 175 cases to date. As chief resident, I am an active member of ASTRO, TRS, and RSNA with both oral and poster presentations at several national meetings.

As you consider candidates for your radiation oncology position, I encourage you to consider my multi-cultural experiences overseas along with the exceptional training of the Baylor program. I would truly appreciate the opportunity to meet you in person to learn more about your position. Please contact me discuss my qualifications and your position in greater detail.

Sincerely,

First and Last Name, MD

[Chief Resident] Optional, if applicable

PGY[X]Name of Residency Program

Department of [Specialty]

Cell: (555) 555-5555

email: [jjones@gmail.com](mailto:jjones@gmail.com)