

# CAREER AND LIFE PLANNING SAMPLE



AIM

## Sample Physician Cover Letters to a Prospective Employer

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

## First and Last Name

Street Address City, State Zip

Cell: 000.000.0000 Email: XXX@XXXX.com

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Date

Dear Sir/Madam,

Enclosed is my curriculum vita for review for consideration for the Psychiatry position. I am presently an instructor of Psychiatry and Internal Medicine at the National University of Rwanda (NUR) in Butare. Previously, I was an instructor at Loyola University Medical Center and Stritch School of Medicine. Teaching abroad had been one of my career goals. When the opportunity presented itself, Loyola administrators were gracious enough to grant me the opportunity to have this very rewarding experience. I am planning to the Chicagoland area when my year contract in Rwanda has ended and am seeking employment in a community setting.

During the past three years of practicing both Internal Medicine and Psychiatry, I looked forward to incorporating both fields in clinical practice. I have also enjoyed the role of being a primary care physician who has the unique skills in treating the physical and mental needs of patients.

As Director of Women's Mental Health at Loyola, I enjoyed providing care for women. I especially enjoyed educating them about how physical changes in their bodies can directly effect and change their psychological needs and vice versa. As an instructor at both Loyola and NUR, I've enjoyed participating in various administrative duties including mentoring and teaching medical students and residents, program recruitment and curriculum development. I look forward to a career that consists of patient care in the fields of psychiatry and internal medicine.

The following list summarizes professional interests in which I intend to continue to participate:

- 1) Psychiatry
  - a) Psychotropic medication management
  - b) Optimizing treatment of patients with affective disorders
  - c) Inpatient Psychiatry
  - d) Providing consultations and liaison services
- 2) Women's Health
- 3) Primary Care/preventive internal medicine in an ambulatory setting

In summary, my goal as a "med-psych" physician is to add a different dimension to a multidisciplinary ambulatory practice and improve overall patient care with a resultant reduction in morbidity, noncompliance, frequency of office visits, hospitalizations and psychiatric referrals.

I am happy to address any questions or comments you may have. Additionally, letters of reference are available upon request. Thank you for your attention and consideration.

Sincerely,

XXXX XXXXXX, MD