

Cover Letter Sample No. 1

Date

Hiring Physician, MD
Title
Hospital Name
Address 1, address 2
Anywhere, USA 12345

Dr. Hiring,

I was delighted to learn of the opportunity available within the **Specialty** Department at **Hospital Name**. I have been practicing exclusively in **Specialty** settings for the last **Number of Years** at **Current Employer** and **Former Employer**. I enjoy a fast paced environment with challenging cases while also ensuring high-quality evidence based acute care. I have a kind, compassionate bedside manner and have excellent working relationships with staff and colleagues.

Mutual respect and a spirit of cooperation are a necessity for providing the highest quality of patient care along with supporting the organization's prosperity and growth. I welcome and am very eager to participate in and develop such positive relationships between myself, the physicians, and mid-level providers at **Hospital Name**.

In my capacity as lead physician, I was responsible for daily operations of the urgent care at **Last Job Name** including provider and nursing staffing, interdepartmental patient care coordination, patient liaison, extramural patient transfers, and providing clinical consultation for providers both in **your specialty** and in the clinic at large.

I was born and raised in the **your location** and am very excited about the prospect of an opportunity to return to practice there and **the reason you want to move to the area**.

I appreciate your time and consideration in reviewing my CV. If you have any questions, please feel free contact me at _____ - _____. I am available before _____ and after _____ **your time zone** on weekdays and all day on weekends. I would be available for an interview in **time available**.

Sincerely,

Template for Cover Letter – Sample No. 2***Customize per opportunity***

Dear Doctor's Name:

After hearing details about your (***specialty***) practice from Alpha Medical Group, I am interested in speaking with you.

Your geographical location is of interest to me because (***examples: family in the area, went to school there, have friends in the area etc.***)

Your practice set up is appealing because (***examples possibly: number of members (small, large etc.) short partnership, democratic group, lifestyle practice***)

My skill set includes the following: (***Fellowship trained in __ strengths include __ have interest in __***)

I am available to interview: (***with two weeks' notice, the week of September 17th, etc.***)

You can reach me on my cell at:____, email____, weekends____

Sincerely,