

Your address

Date

Contact *[This should be a specific person—chair for job search, Departmental Chair, an individual physician, etc.]*

Title

Institution Address

Dear Dr. XXX, *[This should be a specific person, not a 'To Whom This May Concern']*

1<sup>st</sup> paragraph – a short introduction of who you are, and explanation that you are applying for X position in the department of X, etc.

2<sup>nd</sup> paragraph - talk about why you are perfect for this job

- Highlight your training
- Highlight particular interests and expertise that make this position a good fit
- Highlight experiences and expertise that may not be apparent on CV or that you want to showcase
- Based on above things, I am well qualified for this position, etc.

Closing paragraph

- Include your position start date
- References (will be provided or listed in CV or listed here)
- Thank you and looking forward to hearing from you soon

Sincerely yours,

Your name and credentials