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”]

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

2nd 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