
Physician Cover Letter Format

[Your Name]
[Your Address]
[City, State, ZIP]
[Phone Number]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title]
[Hospital Name]
[Address]
[City, State, ZIP]

Dear [Recipient's Name],

Introduction: Explain why you are writing and the position you are applying for. Highlight your credentials and how they match the role's requirements.

Body Paragraph 1: Detail your relevant experiences, emphasizing how they align with the position. Include specific examples, skills, and accomplishments.

Body Paragraph 2: Explain your interest in the institution, its mission, and the particular field of medicine. Demonstrate your alignment with their values and goals.

Conclusion: Express gratitude for consideration and articulate the next steps, such as an interview or further discussion.

Sincerely,

[Your Name]