**Name and Credentials**

Town, State **|** Phone |  Email

Personalized LinkedIn profile URL (optional)

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Date

Dept and/or contact person

Facility or organization

Street

Town, State, Zip

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Paragraph 1: Begin by stating the position for which you are applying, and say something about the organization in order to demonstrate that you’ve done your homework and understand what they’re all about, and that this letter is not at all “cookie-cutter” in nature.

Paragraph 2: Share select highlights of your career, expertise, experience, skills, or personal characteristics that are directly applicable to this position and/or this employer. You can emphasize something from your resume that you want them to make note of, as long as you don’t use exactly the same language as your resume, which is simply redundant.

Paragraph 3: This is a good place to highlight some of your “soft skills” (e.g.: communication, emotional intelligence, relational intelligence, patient education, compassion, empathy, etc).

Paragraph 4: Here you can call attention to your computer skills, EMR experience, etc, as well as any other tech skills worth mentioning.

Closing paragraph: In the closing paragraph, you can tie the letter together, reiterate your interest, and express your enthusiastic desire to have the opportunity to meet in order to discuss your experience and the position further.

Sincerely,  
  
  
  
Your name and credentials