

Dietitian cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Senior Clinical Dietitian position at [Organisation name]. I have seven years of hospital experience, most recently specialising in renal and diabetes nutrition, and your new nephrology and transplant centre is where I would like to take on more responsibility.

At my current 300-bed hospital in Lucknow, I manage nutrition care for the nephrology ward, the dialysis unit and the diabetes clinic. I plan diets for patients on haemodialysis around potassium, phosphorus and fluid limits, and I review their monthly lab reports with the nephrologist. I introduced a short food-exchange booklet in Hindi for dialysis patients, which the unit now hands out at every first session. I also counsel about fifteen outpatients a day in the diabetes clinic and coordinate with the kitchen to keep therapeutic diet trays accurate across three wards.

I am a Registered Dietitian with the Indian Dietetic Association and a certified diabetes educator. I have handled nutrition documentation for NABH audits and trained two junior dietitians. My notice period is one month.

Thank you for considering my application. I look forward to the opportunity to discuss the role.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Chief Dietitian,

I am applying for the Junior Dietitian position at [Organisation name]. I completed my M.Sc in Food Science and Nutrition this year along with a six-month hospital internship, and I want to begin in clinical nutrition, where diet plans are tied closely to diagnosis and lab values.

My internship at a 450-bed multi-speciality hospital covered the general wards, the renal unit and the ICU. I screened new admissions for malnutrition risk, calculated energy and protein needs, and prepared diet orders for diabetic, renal and cardiac patients under my supervisor's review. In the ICU I observed enteral feeding protocols and helped calculate feed rates for tube-fed patients. I also counselled patients with newly diagnosed diabetes at discharge, using food models and plate portions to explain carbohydrate counting in Tamil and English.

I plan to appear for the Registered Dietitian examination of the Indian Dietetic Association as soon as I am eligible, and I am comfortable coordinating with the kitchen team so that therapeutic diets reach the right bed on time. I can join within ten days.

Thank you for considering my application. I would be glad to meet for an interview.

Regards,

[Your name]

BEFORE YOU SEND IT

- Name the patient groups or clients you handle, such as renal, diabetic, ICU or sports, and the tools you use, like growth charts, food exchanges or enteral feed calculations.
- State whether you are a Registered Dietitian with the Indian Dietetic Association or preparing for the exam; do not use the RD title before you have cleared it.
- Avoid promising fixed weight-loss numbers or cures in the letter. Hospitals and wellness brands alike look for evidence-based, cautious advice from the dietitians they hire.
- Mention the languages you counsel in and attach your internship certificate; for fitness or corporate roles, offer a sample diet plan with all client details removed.