

Doctor 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 Medical Director,

I am applying for the position of Consultant, Internal Medicine at [Organisation name]. I hold an MD in General Medicine with five years of post-MD experience, and your hospital's growing critical care and diabetes programmes are areas where I have worked closely.

At my current 300-bed multi-speciality hospital in Nagpur, I run a general medicine OPD of around forty patients a day and manage inpatients on the medical floor. I helped draft the hospital's sepsis bundle protocol with the ICU team, and after rollout our time to first antibiotic improved steadily on the monthly quality audit.

I also coordinate the diabetes clinic, where I introduced a structured foot examination and an education session run with a diabetes educator. I teach DNB trainees at weekly case discussions and take part in mortality and morbidity reviews.

My registration with the Maharashtra Medical Council is current, and my CME credits are up to date. I am used to NABH documentation standards and to working with insurance and TPA desks. I will need a notice period of two months to hand over my patients safely.

My CV and supporting documents are attached. Thank you for your consideration.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Medical Superintendent,

I am applying for the post of Junior Resident (Non-Academic) in the Department of Emergency Medicine at [Organisation name]. I completed my MBBS and compulsory rotating internship at a government medical college in Karnataka, and I hold permanent registration with the Karnataka Medical Council.

During my internship I spent six weeks in casualty, where I took histories, performed primary assessments, secured IV lines and assisted in resuscitation under supervision. I also did night duties in the medicine ICU and became confident with ABG interpretation, catheterisation and structured handover notes.

I hold current BLS and ACLS certification, and I helped organise a hand hygiene audit in the surgical wards along with the infection control nurse. That experience showed me how much careful documentation matters for patient safety.

I understand that emergency postings demand rotating shifts, and I am ready for them. I am preparing for NEET-PG alongside my work and will keep the department informed about my plans well in advance. I can join within fifteen days of selection.

Copies of my registration certificate, internship completion certificate and course certificates are attached. Thank you for considering my application.

Regards,

[Your name]

BEFORE YOU SEND IT

- State your degree, speciality and State Medical Council or NMC registration number in the first paragraph. Medical superintendents verify registration before reading anything else.
- Describe clinical exposure through volumes, postings and protocols, never through cure claims or patient stories. NMC conduct rules and patient confidentiality apply to cover letters as much as to clinic boards.
- Attach registration, internship completion and BLS or ACLS certificates as one clearly named PDF, and use a subject line with the post name and any advertisement reference number.
- Be straightforward about NEET-PG, super-speciality or relocation plans and give a realistic notice period. Hospitals plan duty rosters months ahead and value doctors who state timelines honestly.