

Psychologist 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 Head of Department,

I am applying for the Clinical Psychologist position at [Organisation name]. I hold an M.Phil in Clinical Psychology and have been registered with the Rehabilitation Council of India for five years. Your hospital's plan to strengthen consultation-liaison services for oncology and cardiac patients is work I have been doing and want to expand.

In my current post at a multi-speciality hospital in Bengaluru, I handle about twenty-five sessions a week across outpatient therapy and inpatient referrals. I use CBT for depression and anxiety disorders, and I carry out psychological assessments, including IQ testing and personality evaluation, for the psychiatry and neurology teams. I started a structured six-session group for patients with chronic pain, run jointly with the physiotherapy department, and most participants completed all sessions and reported better coping on follow-up measures. I also supervise two M.Phil trainees during their hospital posting.

I follow the RCI code of ethics, keep records in line with the hospital's confidentiality policy and am comfortable working closely with psychiatrists on shared care plans. My notice period is one month.

Thank you for considering my application. I would be glad to discuss how I could support your department.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Psychology Assistant position in the Department of Psychiatry at [Organisation name]. I have completed my M.A. in Clinical Psychology and plan to apply for the M.Phil programme in the next admission cycle, so I want to spend the coming months in a hospital team where I can learn assessment and supervised intervention with a wide range of patients.

During my six-month internship at a general hospital psychiatry unit, I took case histories and administered standardised tools such as the Beck Depression Inventory, the Hamilton Anxiety Rating Scale and basic cognitive screening, always under the supervision of an RCI-registered clinical psychologist. I co-facilitated a weekly psychoeducation group for caregivers of patients with schizophrenia, preparing simple handouts in Marathi and English. My supervisor also had me write draft assessment reports, which she reviewed and signed, and this taught me to keep notes clear, accurate and strictly confidential.

I understand that I cannot practise independently as a clinical psychologist until I hold RCI registration, and I am comfortable working within that boundary. I can join within two weeks.

Thank you for your time and consideration. I would welcome the chance to discuss the role.

Regards,
[Your name]

BEFORE YOU SEND IT

- Use the title that matches your qualification: only RCI-registered professionals should call themselves clinical psychologists. Counsellors and trainees should state their degree and supervision arrangements clearly.
- Describe your therapeutic approaches, assessment tools and weekly caseload, but never share client stories that could identify someone, even with names removed.
- Mention supervision, referral practice and how you respond to risk; hospitals, schools and EAP providers want reassurance about ethical boundaries as much as therapeutic skill.
- Attach degree certificates and your RCI registration where applicable. Keep the letter to one page and use a subject line naming the role and your exact qualification.