

Your Name  
Address  
Phone Number  
Email  
Date

To Whom it may Concern,

I am writing to express interest in a position as a hospitalist in Internal Medicine. I completed residency in Internal Medicine at the University of Cincinnati in June 2019 and am currently a Chief Resident in Internal Medicine. I am looking for a position to practice as a hospitalist in Internal Medicine following completion of my year as Chief Resident in June 2020.

My training in Internal Medicine provided significant experience in hospital-based medicine, and in particular, I found that I enjoyed the challenges of diagnostic medicine in conjunction with the higher acuity that inpatient medicine provides. In addition, throughout residency, I enjoyed leading multi-disciplinary medical teams and teaching and educating residents and students. As a Chief Resident in the Department of Medicine, I have focused on revising the evidence-based medicine curriculum, as well as restructuring our inpatient services in the face of an expanding patient population in a new hospital. As a result of my training and research interests, I have been exposed to many areas pertinent to the practice of hospital-based medicine, including quality improvement, hospital administration, and curriculum development. As a result, I believe I bring many unique experiences and insights with me that would benefit learners at your institution, with a particular focus on medical education.

I am excited about the potential hospitalist position at [Blank] University as I believe that I can continue to explore my interests in teaching and education, and can continue to develop as a physician and be exposed to many different opportunities in a supportive environment at your institution. I appreciate that [Blank] has a strong academic presence, and could provide an opportunity to get involved with medical education in a large academic setting. I believe that I can bring with me my dedication to education and service that I have worked on throughout my years of training.

I would welcome an opportunity to learn more about opportunities at [Blank] University. I have attached my curriculum vitae for your review. Please feel free to contact me via phone or email at your earliest convenience. I look forward to your response.

Sincerely,

Your Name

Recipient Address

Dear \*\*\*,

I am a third year Internal Medicine resident at UCMC and I am writing to express my interest in the Internal Medicine hospitalist position. I believe that the appointment offers a great opportunity for me to begin my career as an attending, and that I would be a unique asset to both programs. First and foremost, I appreciate the academic nature of the programs, and enjoy teaching junior residents and medical students to formulate plans and understand the evidence behind our clinical practice. In addition, I strive to provide optimal care to my patients, and align with the culture of quality improvement and patient safety at both organizations. I am confident that I will continue to develop these skills, and use them to become a valuable member of the hospital medicine team. Finally, throughout residency, I have consistently received positive feedback regarding my ability to communicate and connect with patients in a compassionate manner.

My experience over the past three years with the hospital medicine faculty at my institution makes me confident that I will be a good fit for this position. Not only do I have an intimate understanding of the medical system, but my practice preferences align closely with my attending mentors during residency. I eagerly await the challenges and opportunities for growth as I develop as a mentor and a teacher, and know that Cincinnati is the perfect place for this transformation to happen. I have attached my curriculum vitae for your consideration, and I would love to meet at your earliest convenience to further discuss what I can bring to the hospital medicine program.

Sincerely,

Name

Address

Phone Number

Email

Your Name

Your Phone #

Your Email

Your Address

\*\*\*DATE\*\*\*

Dear Dr. \*\*\*:

I am writing to express interest in a position as a hospitalist in Internal Medicine. I will complete my residency training in Internal Medicine at the University of Cincinnati in June 20\*\*.

During my residency training, I have been exposed to a wide variety of patient populations and educational settings, and have found that the diagnostic challenges and higher acuity of inpatient medicine most fulfill my intellectual curiosity. I also enjoy working with learners in a multidisciplinary setting, and medical education has become a particular interest of mine. I was accepted into the "Master Teacher Program" and through this became involved in the development of a simulation curriculum to teach adult learners. I have also participated in research to characterize and streamline adult Rapid Response Team education at my institution. Quality improvement is also a field that I am interested in, and I have participated in projects ranging from improving health maintenance screening rates in our outpatient clinic to facilitating earlier discharge of patients from the inpatient wards. As a result of these experiences, I believe I can bring unique skillset to your institution. I appreciate that \*\*\* has a strong academic presence and would love to apply my dedication to education and service at your center. In addition, I believe your institution will allow me to further develop as a physician and teacher in a supportive academic environment.

Thank you for taking the time to consider my application. I have attached my curriculum vitae for your review. I am very interested in the position at \*\*\* OR I would welcome the opportunity to learn more about opportunities at \*\*\* and hope to hear from you soon. You may reach me at [EMAIL](#) or by phone at \*\*\*.

Sincerely,

Your Name

Dear Dr. \*\*\*:

I am applying for the position of hospitalist/internist which you recently listed in The New England Journal of Medicine. I am qualified, licensed, and experienced and am eager to begin work by July 1, 20xx.

I have an excellent clinical record and am well-respected by the colleagues and attendings that I have worked with. I know the importance you place on having high-quality physicians at your institution and I think that I am well qualified to be one of them. In fact, I believe that I will be an ideal candidate for your institution/practice given my intensive medical training and the experience gained at University of Cincinnati Hospital, a level 1 trauma center.

One major strength that I will bring to your program is an unselfish and caring attitude to all the patients. I have worked hard over the years to improve my communication skills and have reached a level where it is natural for me to quickly and effectively establish close interactions with my patients, in line with my philosophy that the physician not only treats the medical condition, but also treats the whole human being.

I am seeking a position in [Geographic] area so that I can [specific rationale for this area; family; spouse].

I would welcome an opportunity to meet with you in person to learn more about your practice and to elaborate on my skills and abilities. Enclosed, you will find my resume listing my education, experience and background in more detail. Please do not hesitate to contact me by cell phone at xxx-xxx-xxxx, or by email at xxxxxxxxxx, if you would like to discuss this further.

Very sincerely,

To whom it may concern,

My name is [Your Name] and I am currently a third year Internal Medicine resident at the University of Cincinnati Medical Center. I am writing to you to be considered for a position as an Internal Medicine hospitalist.

I have been fortunate to train in an environment with a wide breadth of pathology in adult medicine. Cincinnati has a strong academic medical center that treats a wide spectrum of disease while serving patients across all payer groups. In addition, I have been part of a comprehensive residency curriculum that not only stresses good clinical education but has provided foundational training in quality improvement, evidence based care and decision making, and education skills including powerpoint presentation and public speaking. Residency has provided an ideal foundation to take my passion for medical student and residency education and equip me with tools to effectively train the physicians of tomorrow.

I would love the opportunity to begin my career as a hospitalist at [Blank]. I thank you for your consideration and would love the opportunity to talk to you about continuing my career in [Blank].

Sincerely,

Your Name