

COVER LETTER & CURRICULUM VITAE PREPARATION

PREPARING YOUR COVER LETTER:

- Limit your cover letter to one page or two at the most.
- Use quality white or off-white paper.
- Use a 12-pt font that is easy to read, something like Times New Roman or Garamond, and always use black ink.
- Open with a general statement that expresses your interest in the position. Follow with specific information that elaborates upon your training, beyond that contained on your curriculum vitae. Take care to emphasize any special qualities or qualifications that would enhance your possibilities of success.
- Address your letter to an individual by name. "To Whom it May Concern" is unacceptable and less likely to get attention. If you are unsure who you should address, contact the organization and ask.
- Summarize your general employment objectives, but be succinct.
- Describe your current work environment.
- Address your preferred approach to patient care; e.g., managed care, private practice, academics, etc.
- Elaborate upon your strengths, beyond clinical. Describe your leadership/management skills.
- Describe your personal interests, hobbies, and family, if applicable. This information will humanize you and provide topics of conversation when the recruiter calls you or when you make your on-site visit.

PREPARING YOUR CURRICULUM VITAE:

- Limit your curriculum vitae to a maximum of two or three pages.
- Use the same paper, print and font size used for your cover letter.
- Place your name at the top.
- Provide contact information, such as e-mail address, work and/or home telephones, pager, and fax.
- List your educational background by date, beginning with the most recent. Include degrees, the names of any universities, residencies and fellowship programs, and the locations.
- List your work experience, beginning with the most recent. Include practice names and locations.
- List certifications and licensures, including status.
- List honors and awards, including national honor societies, special achievements, etc. These demonstrate your commitment to excellence.
- List professional societies.
- List research/publications in which you have participated.
- Provide personal information about yourself, such as your marital status, your spouse's occupation, the number and ages of your children, where you were born and raised, visa status, hobbies, special interests, etc.
- Avoid using "References Available Upon Request." It is preferable to provide names of those physicians you intend to use as references, but obtain their permission first. Discuss your practice intentions with your director. Let him/her know with whom you plan to interview. He/she can sometimes have a positive influence on the decision-maker's choice.

Physician recruiters and potential employers will form their impressions of you based upon the information you provide in your cover letter and curriculum vitae. Taking time to prepare this information properly can result in additional practice options and enhance your chances of success.