

Dear [Physician Name OR Practice Name]:

I am currently assessing practice opportunities in the greater _____ area and would be interested in learning more about your practice. My priority is to obtain employment with an established and reputable practice. My primary interest is clinical nephrology with an emphasis on transplant; however I would give serious consideration to a non-transplant position as well.

I will complete my fellowship in transplant nephrology in _____ from the _____. My general nephrology fellowship was completed in _____ at _____. My residency and internship were completed locally at _____.

In addition to my solid academic training, you will find that I am a medical provider who is dedicated, enthusiastic, knowledgeable and compassionate.

Enclosed please find my curriculum vitae for your review and consideration. I would be very interested in arranging a meeting time to discuss any opportunity that you may have in your practice. The best way to reach me is by cell phone at _____ or by email at _____.

Thank you in advance for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Dr. Smith
123-345-6789
drsmith@email.com