March 22, 2009

Dr. Evan Boyle

Alleghany Regional Hospital

7777 Medicare Ln, Low Moor

Alleghany County, Virginia 55555

Dear Dr. Boyle,

Allow me to introduce myself. I am Jennifer Hayden, a fourth-year Medicine resident graduating from Virginia Medical Institute this summer. I am looking forward to work in a hospital environment and believe that your hospital is the place I can do so.

I graduated with honors from medical school and am presently among the top residents of my program. As a consistent top performer all throughout my medical training, I have been honored as the “Resident of the Year” last year and am currently nominated for the same award this year. One of my priorities is to give the patients high quality care and my high patient satisfaction rate can attest to this undertaking. I have the knowledge, passion, and diligence that I’m sure any hospital is looking for in an Internist.

If you are interested in having a hard-working Intern physician who will certainly maintain the high level of quality that the Alleghany Regional Hospital is known for, please phone me at 567-4444 at your earliest convenient time. I wish an opportunity to discuss my qualifications for the position. I look forward to seeing you.

Yours truly,

Jennifer Hayden, MD

Enclosure

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