James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Cover letter for the position of Medical Director

Dear

I do accept the position of medical director that you have advertised on the popular Jobsite of [jobsite name] on [mention date].

I am confident of my abilities as a medical director in your respective organization of [organization name], and I will do my best in every respect.

I have gained knowledge related to medical care and that includes emergency medicine, cardiology, and pediatrics. I have grown my career in the field of healthcare activities in my entire career of mine.

I will make sure to perform in your organization in the process of admitting the patients and discharging them from the hospital unit of [health care name].

I have also made sure to associate with nursing staff in your organization to make sure that the patient does receive appropriate health care.

I would like to inform you that I earned a medical degree from [university name] by studying medicine for nearly [time span] years. As a medical student, I have assisted several doctors and nurses in conducting surgery of several patients.

I initiated my role as a medical research student after the completion of my medical degree and helped in finding different treatment options and medicines for patients.

I am proud of associating with all the health care professionals and such are doctors, nurses, and other staff employees. With an enhanced confidence level, I will add to improve the process of treatment for all the patients.

I will be arranging the documents related to medical certificates and experience in the field of health care on the day of the interview as required by you.

Kindly let me know on which date and at what time, I should actually come to you for further response. I wish that I will also get some exciting projects to move on and also finish them accordingly.

I will be looking for a quick response from your end.

Thanking You,

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]