

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 am really happy to perform as a medical director in your company. I have viewed the advertisement for the position of medical director at the popular Jobsite of [Jobsite name] on [mention date].

I have been able to successfully complete nearly [timespan] years in the field of medical direction in all the health care departments.

I am capable of fulfilling the responsibilities as a medical director, and I am sure that I will be asset to your company.

I have proven myself with success in controlling and organizing an entire team of medicine and treatment for illness.

By working in the designation of a medical director, I have gained experience in both the private and public sectors. I have been able to prove myself with talent, skills and experience and the ability to guide the candidates to exceed the expectations of the healthcare industry.

I have successfully proven myself to facilitate appropriate quality care to all the respective patients of the health care industry.

I had taken the responsibility of initial admission and final discharge from [name of hospital].

I am certain that with my skills and experience for the last [timespan] years, I am really excited to join [name of health care unit] on any date and time. I wish to make further progress in your respective healthcare organization of yours. I have also proven myself in working closely with the nurses and also making sure that the patients have received medicine successfully or not.

As I would like to perform in your organization, I would like to be updated about the interview date and time.

I would like to express thanks to the concerned team members for reading this entire application of mine.

I do believe that I will be joining you very soon in your respective organization. Kindly do let me know how to actually move forward in your organization in the role of medical director.

Thanking You,

Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

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