

August 4, 2021

Medical Health
Patsy Recruiter
1111 Medical Drive
Sickness, Michigan 11111

Dear Patsy,

I am submitting my CV in response to an opportunity that I recently saw posted on your website. I am very interested in exploring this position and welcome the chance to talk with you about my practice and geographic interests.

As you will see from my enclosed CV, I will be completing my Family Medicine residency with St. Joseph Mercy Ann Arbor in June 2021. I am interested in finding an outpatient family medicine opportunity. I enjoy seeing a wide range of patients from newborns to geriatrics. I am especially interested in providing women's health and performing minor derm procedures.

I am focusing on employed positions where I can work with an established group of physicians that are willing to mentor a young physician transitioning into practice. I have experience with NextGen, Epic and EClinicalWorks from my training program. I plan to take my Boards in April 2022 and would be available to begin working in mid-August.

My wife Susan and I were both born and raised in Michigan and hope to raise our two children, Max and Mikayla, here as well. Our ideal location would be a medium size community within a couple hours of our families that offers Catholic schools and outdoor recreational activities.

I look forward to hearing from you regarding this opportunity. I can be reached most evenings at my cell phone (444) 555-6666 or via email at doctordoctor@gmail.com.

Sincerely,

Doctor Doctor, DO

Doctor Doctor, DO

22222 Medicine Drive, Hospitalville, MI 33333
(444)555-6666 Email: doctordoctor@gmail.com

Education and Training

- St. Joseph Mercy Internal Medicine Residency July 2019 – June 2022
Ann Arbor, MI
Chief Resident July 2021–June 2022
- Michigan State University August 2015 – May 2019
College of Osteopathic Medicine
East Lansing, MI
- Western Michigan University August 2011 – April 2015
Bachelor of Science – Biochemistry
Kalamazoo, MI

Honors and Awards

- Top Achiever Award for Medical Student Education – 2021
- Charles W. Newton, MD Memorial Award - 2020
- Leadership Excellence Award - 2019
- National Merit Scholar - 2011

Community Service

- Care Free Medical Clinic, Ann Arbor, Michigan August 2020 - present
- Planned Parenthood, Ypsilanti, Michigan July 2019 –present
- Crisis Text Line: Crisis Counselor July 2019 - present

Licensure and Certifications

- Permanent Michigan License
- Basic Life Support, Advanced Cardiac Life Support
- NCC Electronic Fetal Monitoring
- Advanced Life Support in Obstetrics

Professional Memberships

- American Osteopathic Association
- Michigan Osteopathic Association
- Catholic Medical Association

Personal

- Wife – Susan, Elementary School Teacher
- Children: Daughter – Mikayla, February 6, 2018, Son – Max, April 8, 2019
- Hometown – Southwest, Michigan
- Interests – Big Ten Sports, running, biking, chess

Doctor Doctor, DO

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Professional References

- George Smith, DO, Director
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- Susan Smith, DO
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- Donald Smith, DO
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- Marci Smith, DO
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