

Dr. XXXX
Address

7th March, 200X

Dr. XXXX,
Chief of Service,
Department of Anaesthesia & Intensive Care,
XXXX Hospital

Dear Dr. XX,

Re: Application for Resident post

“Cure if you can, but relieve always.”

Anaesthesia is to ease patients in pain with least harm. I love anaesthesiology, which is the art of quality of life. It is so gratifying of an anaesthetist when those faces of patients in pain turn back to peace. I am so impressed by those who relieved my terrible pain once I was sick.

Enclosed are my curricular vitae and my reference letters. My Distinction and Gold Medal in XXXXX translate well into my clinical practice and help me to be really empathic to my patients. Of course, we do know from our heart that pain is always soothed by understanding and kindness, especially in those chronic pain patients. I also had Physiology Distinction viva and A's in Biochemistry, anatomy class tests.

With my training in 4 different specialties including orthopedics, medical, surgical and in coming pediatrics, I am glad that these exposures enrich my knowledges with diversity and encourage me to encounter those acute and chronic pain patients. I also gained the hands-on experience in various operative procedures.

With my energetic, devoted and meticulous personality, I am confident to cope with the challenges in this fastly evolving field with competence.

I am eager to associate myself with your hospital. I would be very grateful if you could kindly consider me as a candidate for the post. Once again, thank you very much for your attention.

Looking forward to your precious reply

Very cordially yours,

Dr. XXXXXXXX
MBBS.

Encl.: Curriculum vitae and reference letters

Dr. XXXXX

Correspondence: Rm. 109, Houseman Quarter, QMH Contact: (H) XXXXX (Pager)XXXXX

PHOTO

Position desired: Resident in Anaesthesia

Education

2XXX – 2XXX Bachelor of Medicine & Bachelor of Surgery, HKU
2XXX – 2XXX XXX Secondary School

Clinical Training

200X Internship in QMH with Orthopedics, Medicine, Surgery and Pediatrics

Academic Achievements

2XXX Yuan Ai-Ti Gold Medal in Behavioural Sciences for the best overall performance
2XXX Distinction in Health, Behavioural Sciences and Medical care including Biostatistics
2XXX Distinction viva in Physiology
2XXX A-LEVEL (write it down if you were all A's, otherwise not really matters)
2XXX HKCEE (write it down if you were all A's, otherwise not really matters)
2XXX Scholarships in

Extra-curriculum activities

2XXX- 2XXX HKU Medical Christian fellowship
2XXX- 2XXX Royal College of Music in Piano Performance Grade 8
2XXX- 2XXX Secretary of HKU Medical Health Committee
Duties: Organised out-reaching health services to elderly
2XXX- 2XXX Committee of HKU Health Exhibition
2XXX- 2XXX Gold Medal of Leadership training
Duties: Organised commuinty programes for youth, charity fund-raising
2XXX- 2XXX Class Chairlady, Prefect, Core member of Volleyball & Basketball team and Debate

REFERENCES (by permission)

1. Dr. xxx, Consultant Orthopaedic Surgeon, Department of Orthopaedic Surgery, QMH (2855xxxx)
2. Dr.xxxx, FRCSEF, FHKAM, Assistant Professor, Orthopaedic, QMH (2855xxxxx)
3. Dr. xxxx, FRCSEd, FHKCOS, FHKAM (Othro), Assistant Professor, HKU (2855xxxx)
4. Dr. xxxx, Assistant Professor, Department of Medicine, QMH
5. Dr. xxxx, Assistant Professor, Department of Medicine, QMH