Your Full Name
City, State and Zip Code

Date

Recipient's Name
Title
Employer's Name
Their Address
City, State, Zip Code

Dear Ms. xxx:

The first paragraph is telling the recruiter which position interests you and a little bit of why you are drawn to this position. This is when it comes in handle to look into the employer's mission statement. You can also mention a little bit of pertinent information about yourself to attract interest. If you did a clinical rotation there or have some other connection, mention it here. If someone referred you, mention that they encouraged you to apply or alerted you to the position.

The second paragraph is the most illustrative section. Use your relevant experiences from your academic program, clinical experiences, preceptorship, internships or work experience here. Use what they are seeking in a candidate to drive what you focus on in this section. Always tailor this section.

The third paragraph is the closing paragraph. This is where you will express your re-express your interest and thank them for their time and consideration. Mention that you are eager to discuss the position in more detail in an interview. Include your contact information: phone number and email.

Sincerely,

Your Signature

Your name typed