OLIVIA WILS

9436 Feather Street, Santa Fe, New Mexico

123-456-7890

contact@jobfirstadvisors.com [www.jobfirstadvisors.com](http://www.jobfirstadvisors.com/)

**PROFESSIONAL SUMMARY**

Empathic and responsible physician with 10+ years of experience in nurturing patient well-being and facility sustainability. Looking to provide healthcare excellence at The Penshaw Medical Center. At East Forge Medical, spearheaded and maintained Centurion City State accreditation.

**EDUCATIONAL BACKGROUND**

**Tresswood University**

Grover Wood Doctor of Medicine 2008

Academic Scholar

**De Loureigh University**

Fort Leburg

Bachelor of Science in Human Biology 2004

Honorable Mention

**PROFESSIONAL EXPERIENCE**

**Physician**

**East Forge Medical**

September 2015 - Present

Leads medical team. Teaches and supervises trainee physicians. Promotes health education to the public.

**Physician Corlean Hospice**

July 2011 - August 2015

Delivered high-quality end-of-life care to admitted patients. Liaised with general practitioners of patients in their residence. Maintained accurate and comprehensive healthcare records in electronic and paper formats.

**Physician**

**Curtin Healthcare Services**

May 2008 - June 2011

Took medical history of patients and performed physical exams. Assessed medical test results to identify abnormal findings. Ordered additional tests and consultations for other healthcare staff to conduct.

**PROFICIENCIES**

Hospice and palliative care, geriatric medicine, and rheumatology Prescribing medication, interpreting test results, assessing symptoms, and diagnosing conditions

Time management, collaboration, and empathy

**MEMBERSHIPS**

College of Physicians College of Geriatric Medicine Rheumatology Association

Society of Hospice and Palliative Medicine

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July 27, 2025

**Muhammad Patel**

Recruitment Consultant

The Penshaw Medical Center

77 Satya Giri Complex, Phalke Road Mumbai, Maharashtra 8754

Dear Mr. Patel:

A cover letter is a three- or four-paragraph document to an employer explaining your interest in a specific job. It’s a one-page letter that is usually attached to your resume. This letter should also highlight your fitness for the advertised role.

Writing a cover letter as a mid-career professional is a bit different. But first, start with how you found out about the career opening and why you’re interested in the job position. Be specific: use the correct names and titles.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal.

Next, provide examples of why you’re the right person for the job.

Don’t hesitate to use bullet points and include numbers that showcase your achievements. Rather than simply describe what you’ve done in previous jobs, show the recruiter or hiring manager what you can bring to the role.

Express your passion and excitement to be part of the company and the team.

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention, and let them know that you look forward to hearing from them soon.

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter. Good luck on your job search.

With best regards,

**Dr. Elvira Montanez, MD**