

## Sample Medical cover letter: Internship

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Mrs Rita Recruiter  
HR Officer  
Ballarat Base Hospital  
Drummond St  
Ballarat, Vic, 3350

**Remember this is an EXAMPLE ONLY of what should be included and the appropriate tone and style. Write your own to highlight your particular skills and attributes and to match yourself to the opportunity of your choice. Employers will NOT be impressed by a generic letter.**

Dear Mrs Recruiter,

### **Re: Medical Internship**

Please accept my application for the position of Medical Intern with Ballarat Health Services. I am very keen to begin my career with your organisation because of the exposure you provide to varied medical experience and excellent teaching. I believe the type of care provided by Ballarat Base positions me positively to further develop my skills of working in a multi disciplinary environment. I thoroughly enjoyed my third and fourth year clinical placement at Ballarat Base Hospital, and am confident that I was regarded as a conscientious and enthusiastic student who fits well with your culture and values.

I have a particular interest in psychiatry and so Ballarat Base, with its specialist psychiatric services, offers me a chance to test my commitment while developing my broader medical competencies. As the focus of the Deakin University Medical School is to prepare doctors to work in rural and regional centres, I look forward to continuing my training in Ballarat with its particular challenges and benefits.

The extracurricular activities I have engaged in throughout my studies demonstrate I am a team player and that I possess strong written and oral communication skills. I am determined to be a positive contributor to my community, as evidenced by my involvement as a student representative on university committees, my volunteer work at the Swanston Centre in Geelong and my participation in the Duke of Edinburgh's Award. I believe these experiences have developed understanding and attributes vital to patient care including compassion, self and time management and resilience.

My previous studies in Biomedical Science equipped me well to undertake research and greatly influenced my desire to continue to learn. I hope to be able to build my inquiry skills and to pursue a career that requires continual development.

I am collaborative and people focused and I am committed to becoming a valuable member of the team. My resume is attached and my referees and results are available through PMVC. I look forward to discussing my application further at interview.

Yours sincerely,

Alexandra Mason