

Amy Chin
999 Poplar Way
Home Town, State 12345
Date

Mary Merry, Personnel Administrator
Heart and Soul Community Hospital
567 Hospital Lane
City, State 54321

Dear Ms. Merry:

I am a physician assistant student graduating in [Month, Year,] from City University, and I am interested in applying for the physician assistant opening in the Emergency Department at Heart and Soul Community Hospital.

As you will see from my enclosed resume, I have received training in a variety of clinical areas, including emergency medicine. I was an emergency medical technician for four years before attending PA school. Since beginning PA school, I have continued as a volunteer EMT.

I welcome the opportunity to discuss with you my qualifications and career possibilities. My schedule is flexible, and I am willing to meet with you at your convenience. I will contact you next week to see about arranging a meeting. If you need to reach me in the meantime, please call me at 555/123-4567.

Thank you for your consideration. I look forward to talking with you soon.

Sincerely,

(written signature)

Amy Chin

Encl.