

MEDICAL INTERNSHIP COVER LETTER GUIDE

When you apply for a job, your cover letter is the first thing the employer will read about you. It is your opportunity to make a positive impact and demonstrate how you are a suitable candidate. This guide will support you in developing a cover letter that gets noticed.

Five Steps to Develop an Effective Cover Letter

1: Understand the purpose of your cover letter

- A cover introduces your application to an employer and is as important as your CV. The purpose of a cover letter is to provide additional context to your CV and entice the employer to want to find out more about you.
- A cover letter should be specifically written (tailored) for each position you apply for.
- A cover letter can also be speculative when expressing your interest in a potential opportunity with an organisation that isn't currently advertised.
- A cover letter should always be sent with your CV, unless otherwise stated.

2: Know how an employer will read your cover letter

- Typically, when reading your cover letter, an employer will:
 1. **Assess formatting and readability:** If your cover letter isn't set out as a structured business letter or if it isn't easy to read, it probably won't be read in detail or will be immediately discarded.
 2. **Read in further detail:** Following a positive first scan, the employer will then read your cover letter in further detail. Assume you have about 10 seconds of their time at most. While reading, an employer will ask themselves, does this person:
 - Meet the selection criteria and provide specific examples?
 - Demonstrate a strong interest in, and understanding of the position and organisation?
 - Provide a positive first impression and do I want to know more about them?
 3. **Review in line with your CV:** Your cover letter and CV go hand-in-hand and need to appear that they belong together as part of one application package. The employer will be looking for strong alignment and consistency.

3. Conduct research

- To develop an effective cover letter, you need to have an understanding of the organisation, and the broader industry in which they operate. A good place to start is:
 - What is their mission statement? Who are their key clients? How is the hospital/health service different to their competitors? What are the culture and values of the hospital/health service?

4: Develop a tailored cover letter

- If you are applying to multiple hospitals/health services, you will need to develop a separate cover letter for each role.
- Every company is unique and every employer has a unique set of needs. Your cover letter must be tailored so it clearly highlights aspects of your education, experiences, skills, and accomplishments most relevant to the employer's requirements.
- Start with the DeakinTALENT cover letter template. Save/rename the file. You can then edit the document directly opposed to recreating it from scratch.
- Use the example included in this guide to help you develop and tailor your cover letter. It is important to use your own words opposed to replicating the example word-for-word.

5: Critique, edit and proof-read

- Start with a thorough self-review. Read over each paragraph carefully. Ensure you have carefully tailored your cover letter to the requirements of the position. Double check that you have clearly conveyed the relevant education, experiences, skills, and accomplishments.
- Use the DeakinTALENT Cover Letter Checklist (included at the end of this guide) to help you self-review. Deakin's [Study Support](#) services can provide written English assistance if required.
- Submit your cover letter to DeakinTALENT for review.

Cover Letter Structure

Contact Information

Your Name
Your Street Address
Your Suburb, State and Postcode
Your Phone Number
Your Email Address

Date

Contact's Name
Contact's Position Title
Organisation Name
Organisation's Street Address
Organisation's Suburb, City and Postcode

Greeting line

Reference line

Introduction

What is the purpose of your cover letter?

Provide a brief greeting and explain why you are writing. Specify the full, correct position title and the full, correct name of the organisation you are applying to. Include a couple of lines outlining why you are interested in the opportunity.

Body (typically 1-3 paragraphs)

How are you a suitable candidate for this position? Why, specifically, do you want to work for this hospital/health service?

Describe how you are a suitable candidate for the position. Highlight your relevant qualifications, experience, skills and awards.

Describe, in detail, 2-3 relevant skills, experiences, and qualities you would bring to the role and organisation. Consider examples from paid employment, clinical placements, volunteer work, or extra-curricular activities. The skills, experiences, and qualities you include need to directly align to the requirements outlined in the position description/job advertisement and must be supported with specific, robust examples and evidence.

Demonstrate you have researched the organisation and have some knowledge of what the organisation is known for. Describe what has attracted you to the organisation. Be specific - you need to move beyond basics. Convey enthusiasm for the health industry and show an interest in contributing to their work.

Closing and sign off

What do you want to happen next?

Reiterate the value you can provide the organisation and your alignment to the position and organisation. Refer to any documentation requested by the employer (CV/questions/referees etc.). State your interest in attending an interview for the role. Thank the employer for their consideration.

Sign-off
Your Name

Carrie Jobs
1235 Sample Street
Geelong, Vic 3220
0421 000 000
carrie.jobs@gmail.com

Monday, 6 May 2019

Mr Wayne Harding
Medical Unit Workforce Manager
Barwon Health
100 Example Street
Geelong, Vic 3220

Dear Mr Harding,

RE: HMO1/Intern Position at Barwon Health - Reference Number 142223

I am writing to express my strong interest in the position of Medical Intern for Barwon Health in 2019. I am currently in my final year of Medicine at Deakin University and anticipate completing my degree in December. Undertaking my clinical training with Barwon Health has provided me a solid foundation which, combined with my desire to make a positive contribution to the community, makes me a strong candidate for the role.

I am highly organised and always endeavour to complete work to a high standard. In my role as a Pharmacy Assistant, I have developed strong customer service skills and the ability to communicate with people at all levels. My experience as a tutor and involvement in Deakin's Clinical Communication sessions have allowed me to build on these abilities, while also further developing my communication, leadership and teaching skills.

My strong leadership skills were recognised when I was elected by my peers to be the Student Representative at the Clinical School this year. This role allowed me to foster a supportive and collaborative environment for my cohort through organising various learning and community focused initiatives. Working as a Master Dive Instructor has also further enhanced my leadership skills and my ability to communicate professionally and authoritatively through participating in hazard identification, providing basic first aid and keeping divers safe under water. This role demands attention to detail, responsiveness and the ability to work under pressure.

My values align with Barwon Health's strong emphasis on respecting clients and providing high quality compassionate health care. As a final year medical student, I continually strive to provide current, innovative and effective healthcare solutions. My commitment to quality and excellence in everything I do and my ongoing drive to learn have been demonstrated through my strong academic achievement and ongoing professional development. I was recently recognised during my rotation at University Hospital for my excellent clinical capabilities, as well as my friendly and approachable nature.

Community is very important to me. Having grown up in the region, I have strong local connections. I see myself building my medical career within the region, enjoying the coastal lifestyle and embracing its growing cosmopolitan culture. Barwon Health is the ideal place for me to grow personally and professionally in both my internship and future years as a medical practitioner. Barwon Health's recent advancements in Emergency Medicine, an area in which I have strong interest, would provide me with an excellent platform to pursue this career pathway. I am excited the internship offers the opportunity to complete two Emergency rotations as part of the program.

I would be delighted to be a member of Barwon Health's excellent and well-respected team. I feel my skills and community-focused attitude will benefit Barwon Health as an Intern in 2020. My CV is available for your review on the application portal, together with my responses to the selection criteria. My clinical references and results can be viewed through the Postgraduate Medical Council of Victoria system. Thank you for your time and consideration.

Yours sincerely,
Carrie Jobs

COVER LETTER CHECKLIST (Medicine) – Page 1/2

STEP 1: RESOURCES

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COVER LETTER RESOURCES

- The [DeakinTALENT Cover Letter Template](#) has been used as a base to ensure correct standard business letter format. (Save, rename, and edit this file directly opposed to recreating it from scratch).
- The [DeakinTALENT Cover Letter Guide](#) has been reviewed.

STEP 2: SECTIONS AND ORDER

Content

CONTACT INFORMATION

- Personal contact details included as per the cover letter template. Email address included is professional and checked regularly. Mobile has voicemail set-up with a clear and professional message.
- Contact details for the recipient included as per the cover letter template.
- Date included as per the cover letter template.
- Greeting line included with 'Dear Ms Xxx' or 'Dear Mr Xxx', or if unknown 'Dear Recruitment Manager' or 'Dear HR Manager'.
- Attention line (with job reference if relevant) included as per the cover letter template.
- Additional information (photo/date of birth/marital status/religion/nationality, or the words 'Cover letter') **SHOULD NOT BE INCLUDED.**

INTRODUCTION

- Introduction includes a brief greeting (e.g. 'I am writing to apply for the position of...').
- Introduction references to the full, correct name of the position and the full, correct name of the organisation.
- Introduction specifies if you have been referred to the organisation or position.
- Consider including 1-2 lines outlining why you are interested in the opportunity at a high level.

BODY (1-3 PARAGRAPHS)

- Body describes why, specifically, you are a suitable candidate for the position. Emphasis is on what you can offer opposed to what you can gain.
- Body describes 2-3 relevant qualifications/personal skills/technical skills/experiences/achievements you will bring to the position and organisation. Experience includes paid employment/placements/volunteer work/extra-curricular activities, as relevant.
- Skill statements included in the body are evidenced with specific examples/results/outcomes/accomplishments.
- Body describes why, specifically, you are interested in the organisation, how you align to their values and demonstrates adequate research and knowledge.

CLOSING AND SIGN-OFF

- Closing reiterates the value you would provide the organisation and your enthusiasm for the position and organisation.
- Closing refers to an included (or attached CV) and any other documents specifically requested by the employer.
- Closing requests an interview (or response if speculative) and thanks the employer for their consideration.
- The sign off 'Yours sincerely' or 'Kind regards' is included with your first and last name included underneath.

STEP 3 OVERALL IMPACT | QUALITY OF CONTENT

- The cover letter is tailored for the specific role and organisation and demonstrates strong alignment with the qualifications, experience, and skills outlined in the position description.
- The cover letter incorporates keywords from the position description/job listing/organisation website and uses industry specific language.
- The cover letter adds additional context and depth to the CV opposed to only duplicating information found within it.
- Phrases sounding desperate such as 'Willing to do anything', 'Open to all opportunities', or similar **SHOULD NOT BE INCLUDED.**

STEP 4: LANGUAGE | PRESENTATION AND FORMATTING

LANGUAGE

- Spelling and grammar is accurate throughout the cover letter. Ensure specific attention to correct capitalisation. (Recommend consistent use of UK opposed to US English).
- Content can be easily read and understood on fast review. Sentences are short and use plain English.
- Tone is positive, approachable, and professional, not overly formal or academic. Statements such as ‘I hereby apply for...’, ‘Moreover, I...’, ‘My aforementioned skills...’, ‘This fine establishment...’ or similar **SHOULD NOT BE INCLUDED**.
- Buzzwords (e.g. ‘expert’, ‘passionate’, ‘dynamic’ etc.) **SHOULD NOT BE OVERUSED** and phrases such as ‘best candidate’ and ‘perfect fit’ **SHOULD BE AVOIDED** when describing your capabilities.
- Abbreviations and acronyms are only used when necessary and defined in the first instance before being used throughout.
- Numbers 1-10 are written using words not numerals (for example: ‘Delivered three presentations’ opposed to ‘Delivered 3 presentations’).

PRESENTATION AND FORMATTING

- Length does not exceed one page.
- Font style and font size is the same as used in the CV (recommend Calibri or Arial size 10 or 11). Use single spacing and ensure paragraphs are left justified.
- General formatting is the same as used in the CV (e.g. margin width and bullet point style, if applicable). Your CV and cover letter should look like they belong together as one ‘application package’.
- Icons, photos, headings, banners, borders, colour, tables, lists **SHOULD NOT BE INCLUDED**.
- A professional file name is used. (Recommend ‘First name Surname Cover Letter.pdf’).

Disclaimer:

The **COVER LETTER CHECKLIST** and subsequent cover letter and application feedback (the **Services**) are provided by Deakin as guidance for job applicants only. Use of the Services not guarantee applicants will receive an interview or employment. By using the Services, you acknowledge and agree that:

1. Deakin has no control over the decisions of employers regarding whether you are interviewed or hired based on this application.
2. To the extent permitted by law, Deakin makes no express or implied warranty with respect to the Services, its outcomes or your use of the Services.