

Resume and Cover Letter Samples

Dear Hiring Manager,

I am writing to express my interest in the clinical specialist position with ABC Corporation.

I am currently employed with the ABC Hospital, Washington, DC, as an electrophysiology specialist. While my time with the ABC Hospital has been both clinically stimulating and rewarding, I am interested in broadening and developing my clinical skills beyond that which my current position requires.

Previous to my employment with the ABC Hospital, I worked for XYZ Corporation as a field clinical specialist for over a year. I feel confident that my experience as field clinical specialist combined with my clinical knowledge and expertise in both the cardiac and electrophysiology labs would ensure my success as a clinical specialist. Having the ability to anticipate and assess device implant requirements from various perspectives is, in my view, advantageous as a clinical specialist. In addition, my capacity to grasp new and expanding technology quickly coupled with my ability to effectively communicate this information to physicians and lab personnel are also skills that would serve me well as a clinical specialist.

Having spoken with several clinical personnel with ABC Corporation over the last several months, I've come to see that ABC Corporation's philosophy, in particular the manner in which your company invests in and supports clinical staff along with its solid reputation and long-standing presence in the cardiovascular industry, is something that I find extremely desirable and believe would be a good fit for me both personally and professionally.

Attached please find my resume for your review. I would welcome the opportunity to meet with you in person to discuss a position with your organization. I will contact you next week to ensure receipt of my materials and to answer any questions you may have.

Thank you in advance for your consideration.

Sincerely,

John C. Doe