

General Cover Letter for New Graduates

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.