**Robert Smith**

**General Practitioner**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of General Practitioner at [XXX Health Centre]. My six years of work experience as a Doctor at [YYY Hospital] aligns well with the expertise and qualifications you are seeking for the role of a General Practitioner. I am certain I would make a valuable addition to your Health Centre.

[XXX Health Centre] is one of the most famous and trusted hospitals in the district and has carved a name for itself in the field of healthcare and medical science. The hospital’s diversified work which incorporates traditional medicinal ideas and modern technology has never failed to amaze me. I would be honored to a part of an ambitious Centre.

 At my current place of work, I perform the following tasks and duties:

* Maintained and assessed the full cycle of patient’s health care records.
* Consulted and treated 20-25 outpatients and 21-35 inpatients on a daily average.
* Assisted in neurology, anaesthesia, and internal medicine.
* Advised patients about their daily nutrient intake, hygiene, and diet.
* Performed outpatient surgeries and procedures.
* Administer medications and order diagnostic tests and scans such as x-ray, ECG, ultrasound, MRI, etc.

I have strong critical thinking and situational awareness which I think are very important while working in a field such as this. I have the required medical skill set for this job and my previous experience has prepared me to excel in this role.

I look forward to meeting you in person so that we can discuss the opportunity in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

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