**Month date year**

Dr XXX

Director of Professional Services  
(mailing address)

Dear Dr XXX,

**1st paragraph**

Indicate your name, program, and faculty, and the type of position you are looking for. Also mention why you are seeking a position in this setting (closeness to family, interest in establishment / facility profile, or type of practice). Highlight your main professional strengths.

**2nd paragraph**

Outline your interest in a practice in this setting, in line with the needs of the site / region if you know them, and your interest in teaching and research, where applicable.

Indicate here any other approaches you have made to the department head, for instance, your knowledge of the site, and anything that can show you have a definite interest in the site.

**3rd paragraph**

Highlight your interest in professional activities outside an establishment (clinic / office), other involvement (foundation, etc.), or your future affiliation (if already planned) with a clinic in the region.

**4th and final paragraph**

Thank the addressee for their consideration of your letter, and provide your contact details, indicating that you will be available to answer any requests for further information or for a future meeting in the setting.

Yours truly,

(signature)

Resident doctor’s name

Resident 4 or 5 in (specialty)

McGill University / University of Montreal / University of Sherbrooke / Laval University

c.c.: Hospital department head

Encl. (if there are any items you wish to attach, e.g., resumé, etc.)