**Joe Robinson**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: yourname@vmail.com Cell: (444) 444-4444

**Today’s date**

Mr. Kenneth Nelson

Clinical Center name

Address, City, State, zip

Dear Kenneth Nelson,

Re: Job Post – Physician Assistant

In response to the job opening for a physician assistant posted in The Lancet, I am attaching my resume for your examination.

I have been treating patients for 15 years, since I graduated from Central Michigan University and received my NCCPA certification, and performing treatments as directed by physicians in a variety of specializations.

My current responsibilities include:

* Receiving patients.
* Performing examinations.
* Recording information.
* Ordering tests.
* Analyzing results.
* Suggesting diagnosis, and prescribing appropriate medication.

For surgical patients, I provide pre-op care, assist in the operation, and give post-op care, clearly explaining to patients what they can expect during their recovery and which symptoms should cause them to be in contact with the medical staff.

I answer the majority of patient queries received by our office, referring difficult questions to the doctors on call, and coordinate patient appointments with their attending doctor.   
I particularly enjoy offering preventative health protocols to patients, and notice that when they follow these guidelines, they’re more likely to benefit from an increased state of wellness.

It would be my pleasure to come to your medical practice in the near future for an in-person interview to expand further on my capabilities, and answer any questions you may have.

Please be in touch at the above contact information.

Awaiting your response.

Sincerely yours,

Joe Robinson