

Radiography

Sample Cover Letters

Cover letters are a versatile means of communication that reinforces the qualifications presented in your resume and highlights how your skills and personality would be a good fit for the company. Crafting a cover letter allows for expressing your personal qualities and interests that compliments your resume.

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Your Name
Your Street Address
City, State, Zip (2 enters)

Today's Date (4 enters)

Ms./Mr. First Lastname
Title
Company name
5 State Street
City, VT 05401 (2 enters)

Research to find the recipient's name.
If you cannot find their name, address
the letter "Dear Selection Committee:"

Dear Ms. Lastname:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire (shows you did some research). Describe your excitement to bring (2 skills) to the position. (2 enters)

Paragraph 2 (and an optional 3): Briefly give details concerning your background and experience. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph. When providing examples, think numbers and accomplishments, showing what skills you will bring to their team/organization. Illustrate these skills with action statements reiterating what you express on your resume without redundantly repeating yourself. (2 enters)

Paragraph 3 (or 4): State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time. (2 enters)

Sincerely, (4 enters)

Your Signature
Type Your Name (2 enters)

If you are emailing your cover
letter, only type your name, leaving
one blank space before and after

➤ **Job Applicant's Cover Letter 1:** ([back to top](#))

EMAIL SUBJECT: Radiological Technologist Position Application

Dear Mr. Broadus:

This email is in regards to my interest in applying for the Radiological Technologist position at the Seattle Grace-Mercy West Hospital as advertised on the CareerShift website. I am currently in my final semester of the Champlain College Radiography Program. I will be graduating in May of 2011 and am scheduled to take the Boards on May 17, 2011. Though I have not yet graduated, I am eager to pursue opportunities to serve others while developing my expertise. The passion I have for this field of work is shown in my drive and dependability within my work. I am very flexible and willing to work around the many shift changes that could come with any available openings in your department.

Having completed much of my clinical experience at a level 1 trauma center I am familiar with high volume work environments and am very experienced with learning operations and policies quickly. I have also served (per diem) in an orthopedic office as the solo technologist using film-screen radiology. These experiences have prepared me to become a knowledgeable and competent technologist. I use my organizational skills to manage multiple priorities and my compassion towards others in caring for patients in all circumstances.

My work ethic and loyalty would bring your clinic excellent patient care, quality x-ray imaging, dependability, and flexibility. I hope that you will consider me for any Radiographic Technologist positions that open up at your clinic. It would be a pleasure to speak with you to discuss my qualifications. Please feel free to contact me at any time at (802)865-5462 or ChampTechJobs@gmail.com.

Your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Nicole Polizzi



➤ **Job Applicant's Cover Letter 2:** [\(back to top\)](#)

Date

Mr. Charles Norris
Director of Radiology
County General Hospital
1 East Salad Street
Chicago, IL 60029

Dear Mr. Norris:

My colleague, Kathy Smith, a nurse at County General Hospital, recently told me about your opening for a Radiological Technologist in the Radiology Department. As a senior in the Champlain College Radiography Program, I am very interested in this opportunity.

I am enclosing a copy of my resume, which outlines my academic achievements and experience providing 1,700 hours of direct services at a level 1 trauma center. I will be graduating in May of 2011 and am scheduled to take the Boards on May 17, 2011 so I would be available to relocate for the summer and join your team immediately.

I would welcome the opportunity to talk with you about this exciting opportunity. I will call your office next week to further discuss this opportunity. In the meantime, please feel free to contact me if you require additional information.

I look forward to speaking with you soon.

Sincerely,

Curtis Jackson

Enclosure



➤ **Prospector's Cover Letter / Letter of Inquiry:** ([back to top](#))

EMAIL SUBJECT: Radiographic Technologist Position Inquiry

Dear Director of Radiology:

This email is in regards to my interest in inquiring if there are any Radiological Technologist full time positions opening in the near future. I have recently completed my studies in the JCERT accredited Champlain College Radiography Program and passed my ARRT exam in May 2010. The passion I have for this field of work is shown in my drive and dependability within my work. I am available to relocate for a full time position and flexible to work around the many shift changes that could come with any available openings in your department.

Having completed 1,700 hours of clinical experience at a level 1 trauma center I am familiar with high volume work environments and am very experienced with learning operations and policies quickly. I use my organizational skills to manage multiple priorities and my compassion towards others in caring for patients in all circumstances.

My work ethic and loyalty would bring your clinic excellent patient care, quality x-ray imaging, dependability, and flexibility. I hope that you will consider me for any Radiographic Technologist positions that open up at your clinic. I can be reached any time via my cell phone, 802-865-5462, or by email at first.last@mymail.champlain.edu. Thank you for your time and consideration.

Sincerely,

Calvin Broadus

EMAIL SUBJECT: Radiographic Technologist Per Diem Position Inquiry

Dear Mr. Zimmerman:

Throughout my studies at Champlain College, my professors have often mentioned Princeton-Plainsboro Teaching Hospital and the many interesting cases your Radiology department has been involved with. Your reputation for innovation and integrity is well known. It seems to me that the Princeton-Plainsboro Teaching Hospital would be the ideal place to learn "best practices" of a Radiography Department. In fact, that's why I am writing you.

As a senior in the Champlain College Radiography Program, I am seeking a per diem position as a Radiological Technician next Spring. Does Princeton-Plainsboro Teaching Hospital ever offer such opportunities to college students? Would you consider doing so next semester? I am sure that my work ethic and loyalty would bring your clinic excellent patient care, quality x-ray imaging, dependability, and flexibility while learning first-hand from recognized professionals. I am equally confident that the experience and recognition of working at Princeton-Plainsboro Teaching Hospital would prove valuable as I enter the job market upon graduation next May. Please find attached my resume detailing my academic knowledge and technical skills.

Thank you for considering this request. I look forward to hearing from you soon.

Best Regards,

Terry Gene

➤ **Thank You Note:** [\(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com

March 3, 2010

Ms. Stefani Germanotta
Recruiter, Radiology Department
GaGa General Hospital
1212 Center South Lane
Richmond, VA 23230

Dear Ms. Germanotta:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your patient in-take procedures. Ms. Allen was so thorough in explaining your process to me and I will be corresponding directly with her to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this semester. Perhaps I can share my final report with you and Ms. Allen.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my attendance. Having seen your operation, I am all the more enthused about the Radiological Technologist position that GaGa General Hospital offers. I look forward to our continued communication.

Sincerely,

Eve Plumb

Enclosure



➤ [Follow Up After Interview Cover Letter: \(back to top\)](#)

174 South Willard St
Burlington, VT
(802) 865-5462
champtechjobs@gmail.com
March 26, 2010

Ms. Nicole Polizzi
Seattle Grace-Mercy West Hospital
1000 North Salad Road
Seattle, WA 05476

Dear Ms. Polizzi:

I enjoyed interviewing with you during your recruiting visit to Champlain College on March 25. The X-ray Technologist position you outlined sounds both challenging and rewarding. I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in May of 2011 and am scheduled to take the Boards on May 17, 2011. Though I have not yet graduated, I am eager to pursue opportunities to serve others while developing my expertise. The passion I have for this field of work is shown in my drive and dependability within my work. I am very flexible and willing to work around the many shift changes that could come with the opening in your department.

I have enclosed a copy of my college transcript and a list of references that you requested. Thank you again for the opportunity to interview with Seattle Grace-Mercy West Hospital. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (802) 865-5462 or by email at champtechjobs@gmail.com should you need additional information.

Sincerely,

Maureen McCormick

Enclosures



➤ [Online Application / Text Box Cover Letter: \(back to top\)](#)

Dear Radiological Technologist Selection Committee:

This message is in regards to my interest in applying for the Radiological Technologist position at the Seattle Grace-Mercy West Hospital as advertised on the GaGa General Hospital website. I am currently in my final semester of the Champlain College Radiography Program. I will be graduating in May of 2011 and am scheduled to take the Boards on May 17, 2011. Though I have not yet graduated, I am eager to pursue opportunities to serve others while developing my expertise. The passion I have for this field of work is shown in my drive and dependability within my work. I am very flexible and willing to work around the many shift changes that could come with any available openings in your department.

Having completed much of my clinical experience at a level 1 trauma center I am familiar with high volume work environments and am very experienced with learning operations and policies quickly. I have also served (per diem) in an orthopedic office as the solo technologist using film-screen radiology. These experiences have prepared me to become a knowledgeable and competent technologist. I use my organizational skills to manage multiple priorities and my compassion towards others in caring for patients in all circumstances.

My work ethic and loyalty would bring your clinic excellent patient care, quality x-ray imaging, dependability, and flexibility. I hope that you will consider me for any Radiographic Technologist positions that open up at your clinic. It would be a pleasure to speak with you to discuss my qualifications. Please feel free to contact me at any time at (802)865-5462 or ChampTechJobs@gmail.com.

Your time and consideration is greatly appreciated.

I look forward to talking with you soon,

Susan Olsen



➤ **Informational Interview Request:** [\(back to top\)](#)

EMAIL SUBJECT: Informational Interview Request

Dear Mr. Broadus:

This letter is in regards to my interest in speaking with you about your experience in the field of Radiography. I am currently a first year student in the Champlain College Radiography Program. As my coursework progresses, I find my curiosity of and passion for the subject growing rapidly.

Your Radiology Department has an outstanding reputation and I would truly enjoy hearing what you are willing to share. I am particularly interested in learning how you entered the field as a Radiological Technologist.

I am currently available to briefly meet with you in person or over the phone at your convenience. I will contact your office early next week to see if you are available to schedule an informational interview. Also, please feel free to contact me at (802) 865-5462 or champtechjobs@gmail.com.

Your time is greatly appreciated.

I look forward to talking with you soon,

Curtis Jackson

Relevant Resources:

[Best-Practices for Crafting a Resume](#)

[E-mail Etiquette: A Quick Guide to Writing a Professional E-mail](#)

