

# Sample Cover Letter – Radiation Therapy

**DO NOT COPY:** You are advised not to copy this sample, but to use it to generate ideas to create your own document.

Rhoda Radiation  
123 Rainfall Road  
Reservoir, Vic. 3456  
[ashepherd@hotmail.com](mailto:ashepherd@hotmail.com)  
Mobile: 0419 776 098

12 April 2011

Mr Martin Cortez  
Manager Health Services  
Kirwan Hospital for Women  
591 Bruce Highway  
Brisbane, Qld. 7002

**Reference: 876549 – Graduate Entry 2012**

Dear Mr Cortez

Please accept my application for the position of Graduate Radiation Therapist as advertised in the Queensland Government website on 10 April 2011. As requested I submit a current resume, details of two referees and a copy of my academic transcript.

One of the clinical placements I completed during my Master of Medical Radiations (Radiation Therapy) course at Monash University was in a large public hospital that incorporated a specialist clinic for women. It was a rewarding learning experience and confirmed for me a strong interest in the provision of health care to women residing in rural Australia. This, along with the opportunity to work in a new healthcare facility, with state of the art equipment, attracts me to the position at Kirwan Hospital for Women.

My knowledge and practical skills in the imaging and radiation sciences have been further developed through clinical placements in both private and public settings. This involved learning more about techniques such as MRI, Ultrasound, CT and DEXA in patient treatment plans. In my placements I was able to develop skills in recording and maintaining patient information with precision and confidentiality. My organisational skills and good approach to team work helped me to deal with very busy schedules and the needs of patients efficiently.

I recognise the importance of effective communication skills in patient care and my interest in helping people enables me to build rapport easily, offer assistance in a calm and professional way and to respond to patient enquiries clearly and concisely.

Sporting interests outside of work and a love of travel help me to cope with pressures of work and have provided the chance to meet people from a variety of backgrounds. I can move interstate for employment readily and am confident my adaptability and flexibility will help me to settle in quickly.

Thank you for considering my application. I look forward to the opportunity to talk it over at interview.

Yours sincerely

Rhoda Radiation

Attachments – Resume, Cover Letter and Academic Transcript

