# Cover Letter – Cold call approach – Radiography background

Martha McArthur

Little Street

Suburbsville S.A. 5XXX

Telephone: 0412 345 678

Email: [emmac@gmail.com](mailto:emmac@gmail.com)

The Practice Manager,

Australian Radiology Clinics

Big Street

Next Suburbsville S.A. 5XXX

(Date)

Dear Ms Williamson,

I was recently looking at the practice’s website and admiring the diversity of radiology services that are offered and the commitment to providing, fast, but high quality service to patients.

Because I also have a strong professional commitment to dealing with patients quickly, thoroughly and in a friendly manner so that they have the best possible experience, I thought I would approach you regarding the possibility of completing a part of my sonography training with you.

I am confident you will find that I would be able to quickly assimilate into your team and become an effective contributor to the practice.

Following is a brief summary of my qualifications and experience:

* I am a qualified Radiographer, currently studying Master of Medical Sonography at University of South Australia
* A confident, friendly communicator who is able to quickly form effective working relationships with patients and other team members
* Enjoys working in team situations and is an energetic team member
* Well organised and an efficient time manager, but also flexible in adapting to changing priorities
* Able to perform radiography examinations on patients with a wide range of presentations ranging from ambulatory to non-responsive in an acute care setting

My resume is attached for your further information.

I will contact you in the near future to determine your interest in my capabilities and the likelihood of being able to complete some of my sonography training in your practice.

Yours Sincerely

**Please note:** It is essential to your chances of being considered for a training position that you do not copy the samples in this document.

Imagine what an employer might think if they started to receive numerous resumes with very similar profiles, key skills summaries and cover letters.

Use the ideas, but create your own version!

Martha McArthur