

[FULL NAME, POST-NOMINALS/MD/DO]
[STREET ADDRESS] | [CITY, STATE, ZIP]
[PHONE NUMBER] | [EMAIL ADDRESS] | [LINKEDIN PROFILE]

[Date]

[Hiring Manager Name/Search Committee Chair]
[Title, e.g., Chief Executive Officer or Board President]
[Healthcare System/Organization Name]
[Address]

RE: Chief Medical Officer Application

Dear [Mr./Ms./Dr.] [Last Name],

[Introduction: State your current leadership role and your interest in the Chief Medical Officer position at (Organization Name). Briefly mention your primary motivation for joining this specific healthcare system, focusing on its mission or recent strategic shifts.]

[Clinical Governance & Quality: Detail your experience in clinical oversight. Mention specific achievements in improving patient outcomes, HCAHPS scores, or standardized care pathways. Highlight your ability to align medical staff with organizational KPIs and regulatory compliance standards like Joint Commission.]

[Strategic Leadership & Financial Stewardship: Describe your background in executive-level decision making. Include experience with budgetary oversight, service line development, and physician recruitment/retention strategies. Emphasize how you bridge the gap between clinical excellence and fiscal responsibility.]

[Stakeholder Engagement: Explain your approach to fostering collaboration between the medical executive committee, nursing leadership, and the administrative board. Mention experience with Change Management, EMR transitions, or population health initiatives.]

[Conclusion: Summarize your vision for the CMO role within the organization. Express enthusiasm for discussing how your administrative background can support their strategic objectives.]

Sincerely,

[Handwritten Signature]

[Typed Full Name]
[Current Professional Title]