

# [Your Full Name]

[Phone Number] | [Email Address] | [LinkedIn Profile URL] | [City, State]

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[Date]

[Hiring Manager Name]  
[Search Committee Chair / Board of Directors]  
[Healthcare Organization Name]  
[Organization Address]

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

## **Re: Chief Medical Officer Application**

[Introduction: State your interest in the CMO position. Briefly summarize your years of clinical experience and executive leadership tenure. Mention your specific interest in this organization's mission or current strategic challenges.]

[Clinical Strategy & Governance: Highlight your experience in overseeing medical staff, clinical quality, and patient safety protocols. Mention specific achievements in improving HCAHPS scores, reducing readmissions, or implementing EHR optimizations.]

[Operational Leadership & Change Management: Describe your approach to physician alignment, recruitment, and professional development. Detail your experience with fiscal responsibility, budget oversight, and navigating regulatory compliance (Joint Commission, CMS).]

[Innovation & Future Vision: Explain how you drive clinical innovation, population health initiatives, or value-based care models. Highlight your ability to serve as a bridge between the clinical staff and the executive board.]

[Closing: Reiterate your enthusiasm for the role and your commitment to high-quality patient care and organizational growth. State your availability for a formal interview.]

Sincerely,

[Your Signature]

[Your Printed Name, MD/DO/Degree]