



CLERKSHIP LETTERS (AND CV)

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NYIT

*College of
Osteopathic
Medicine*

CURRICULUM VITAE (CV)

PURPOSE

NOW:

- TO OBTAIN INTERVIEWS AND/OR A REGIONAL ROTATION.

IN THE NEAR FUTURE:

- TO APPLY FOR FOURTH YEAR "AWAY" HOSPITAL ROTATIONS.
- TO PROVIDE BACKGROUND INFORMATION FOR ERAS "LETTER OF RECOMMENDATION" WRITERS.
- TO ASSIST YOU IN COMPLETING YOUR APPLICATION WORKSHEET FOR ERAS AND OBTAIN RESIDENCY INTERVIEWS.

Your CV: *Next Step*

- IF you plan to apply for a regional clerkship and I have *not* reviewed your CV* OR you have recently updated it,

EMAIL IT (IN WORD) TO:

jvivia01@nyit.edu

*SAMPLE CV HERE:

https://www.nyit.edu/medicine/class_2020

CLERKSHIP LETTER

(MUST ACCOMPANY YOUR CV)

NAME

Street Address
Town, NY Zip

Telephone
Email

January 12, 2018

Director of Medical Education
Hospital Name
Street Address
Town, State Zip

Dear (Dr.) Last Name:

Enclosed please find my Curriculum Vitae in application for a regional rotation at your hospital. A student at NYIT College of Osteopathic Medicine, I am currently completing my second year.

Discuss how your academic strengths, relevant skills, motivating interests, and/or personal characteristics will enable your success in the program. Expand upon your “soft skills” which are not necessarily apparent on your CV (i.e. work ethic, interpersonal communication, time management, attention to detail, prioritization, empathy, and compassion for others). You can also briefly state your reasons for pursuing the field of medicine and/or a clerkship in this specialty and/or what you hope to attain from training there.

Show that you are interested - specifically - in the hospital to which you are writing. One way to do so is conveying the hospital’s mission statement as follows (visit their web site):
The mission of (Hospital Name) to (PARAPHRASE MISSION STATEMENT) is one in which I believe and hope to help your institution to achieve.

Sincerely,

First / Last Name

Enclosure: Curriculum Vitae



PLEASE

Help me to help you...

- **TO THE BEST OF YOUR ABILITY, FORMAT YOUR CV AND LETTER ACCORDING TO THE LAYOUTS PROVIDED!**

- **KEEP IN MIND: THERE IS 1 OF ME AND MANY OF YOU APPLYING.**

- **PLEASE DO NOT SEND ME YOUR CV AND LETTER UNTIL THEY RESEMBLE WHAT WAS PRESENTED TODAY. THIS WILL MAXIMIZE MY “EDITING TIME” TO ENSURE THAT ALL STUDENTS’ CVS AND LETTERS ARE PERFECTED IN TIME FOR THE DEADLINE!**

- **UNLESS TIME PERMITS, I CAN ONLY REVIEW 1 LETTER PER STUDENT. I WILL HELP YOU FORMULATE A STRONG LETTER THAT YOU CAN ‘MODIFY’, IF YOU ARE APPLYING TO MORE THAN ONE HOSPITAL.**