

**Whatcom Alliance for Healthcare Access
Physician Recruitment & Retention Program**

Sample Letter to Potential Candidates

Directions: This letter could be sent (via regular mail or e-mail) to candidates with whom you have a continuing interest. The purpose of the letter is to let the candidate know that their background fits the open position but not to offer a site visit quite yet. Should the candidate respond, the next step would be to do a telephone interview. You may wish to attach a list of additional community resources (see “Resources for Physician Candidates”).

Dear [Name of candidate],

We received your CV by way of [mention method of receipt] and were interested to see if you had considered our practice and community in your search for a new and fulfilling position. Your background looks interesting and we would like to review it in more detail against our current need. We will be in touch with you shortly to provide you with an update on our recruitment process and to discuss our interest in more detail.

[Practice Name] in [town], WA is seeking a [position title] to join our staff. We have a complete benefit package with [list] not to mention the [mention positive quality of life or office culture issues]. [Explain key elements of practice].

Whatcom County offers all the great aspects of the Northwest, easy access to Seattle and Vancouver, without the traffic and hassle of a strictly metro area. Check our area out at www.bellingham.com.

Please feel free to contact us should you have any questions.

Sincerely,