

Disclaimer: This ACE Cover Letter Template is intended for New Zealand medical graduates applying via ACE for PGY1 positions.

This template is intended as an instructional aid for students completing their ACE application. You are welcome to create your own resumes and cover letters in any way that you like; doing so will not disadvantage you.

All advice from ACE about how to complete this document is edited in grey font. Delete all advice and disclaimers in the grey font before you save your final copy of this document for submission. ACE recommends that you use Ariel or Calibri font, 11, Black, No Spacing or Normal, left-aligned or justified format for this document.

Most computers can convert your word document directly to PDF as per the ACE business rules. Simply save the file, navigate to “save as file type” and select PDF. If your PC does not facilitate this editing function, send your file to a PC computer that does and save the final copy as PDF. The PC’s in your computer labs will more than likely support saving word documents as PDF. ACE will not accept documents in word format. Good luck!

Full Name

Address

Date

Optional Whakatauki

Salutation

Re:

Cover Letter Advice Specific for your ACE RMO Application

When submitting your cover letters, you have two options. You can either submit one cover letter which all employers you rank will be able to see, or, you can write separate cover letters for each of the employers that you have ranked.

Writing separate cover letters is the best option! It allows you to customise your cover letter specifically to an employer and remember that employers don’t know where you’ve ranked them, so by writing separate cover letters you can make it sound as though each employer you selected is your most preferred option!

When addressing your cover Letters, remember to triple check who you’ve addressed them to. Remember to be sure you’ve put the correct employer and coordinators names at the top of the letter. AND...make sure you’ve attached the right cover letter into the right employer upload slot in your ACE application.

You will see in the application portal that once you’ve ranked your employers, you will have separate cover letter upload slots available for those employers. Make sure you attach the right letter to the right employer, for example, Waikato District do NOT want to know why you really want to work at Auckland District!

You should/could include

- Brief Introduction about yourself. You can choose to incorporate a mihi and provide your whakapapa
- Your Philosophy of Medicine/Kaupapa
- Summary of your skills and abilities
- Your main reasons for choosing each employer and highlight why you've chosen them – **BE SPECIFIC!**
- Finally, include any other details that you think are relevant to your application for a PGY1 position

A cover letter should not read longer than one A4 sized paper. Employers want to know why you are interested in a RMO position in that organisation and what you can offer them. You should first note your main reasons for choosing that employer as one of your preferred places to work.

Note that employers **cannot** see the order in which you ranked them. You can also use your cover letters to specify your true specialty practice setting preferences.

General Cover Letter Advice

- Why do you want this position?
- Show how motivated and enthusiastic you are, and how you can fit into the organisation discussing your personal qualities
- Mention any of the organisational philosophies that are relevant to that district employer or External Provider and comment on something positive about them and letting them know why you would want to work there.

How to Structure Your Cover Letter

- It is important to make a good impression.
- Cover letters are usually no more than one page long.
- Be professional, warm, and friendly.
- Make the letter interesting to read, but clear, concise and to the point. Do not repeat everything you say in your CV.
- Use simple and natural language
- Use positive words and phrases such as "I have" or "I can".
- Do not start every sentence or paragraph with "I".

Final Proofing

- Write a rough draft first so you can get your thoughts in order.
- Remember that whoever reads your cover letter will consider it an example of your writing skills. Make sure there are no grammatical mistakes and that the spelling is perfect.
- Always get another person to read your letter before sending it to an employer.
- Keep copies of all cover letters you have written and save them to storage on your computer or in the cloud.
- Complete