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Dr. Jane Doe
XYZ School of Public Health
123 Main St
City, State, Zip

Dear Dr. Doe:

I was delighted to meet you at the American Heart Association conference and have the chance to discuss potential postdoctoral positions at XYZ School of Public Health. I was certainly impressed by your description of the department and collegial atmosphere! As I mentioned during our conversation, I am finishing up my doctorate degree this month. My dissertation work is on markers for subclinical atherosclerosis in women with polycystic ovary syndrome and controls. I have focused on subclinical cardiovascular measures that include coronary artery calcium, carotid intima-media thickness and adventitial diameter, and flow-mediated dilation. Papers from my dissertation will be submitted for publication in the next few months.

I am interested in women's health and in high-risk and understudied populations. I took particular notice of the Hispanic Community Health Study that you mentioned. I think the study is unique and will be a great source of information about CVD risk factors in the Hispanic population. I also saw a lot of interesting studies at your campus that I would be interested in participating in if given the opportunity. I hope to continue working with measures of subclinical cardiovascular disease during my postdoctoral research.

I believe a postdoctoral position at XYZ School of Public Health will provide me with the support and challenge for which I am looking to further my research. I have enclosed my CV for your review.

Thank you for your consideration and I look forward to discussing fellowship opportunities at XYZ School of Public Health! I can be reached by email, sethstudent@pitt.edu, or by phone at (412) 123-4567.

Sincerely,

Seth Student