

## APPENDIX B

### COVER LETTER AND CURRICULUM VITAE

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April 28, 2014

Bob Smith, M.D.  
145 K Street  
Santa Fe, NM 22205

Dear Doctor Smith:

I am writing in response to your advertisement in the April 21, 2014, issue of *Psychiatric News* for the position of Chief, Department of Psychiatry, at Doctors Hospital.

As you can see from my enclosed curriculum vitae, I have been employed in an inpatient setting since completing my residency in 2008, specializing in psychopharmacology. I currently hold licenses to practice in both Texas and New Mexico.

I am now seeking a leadership position where I can offer my experience in psychopharmacology and inpatient psychiatry. I have a strong interest in relocating to Santa Fe, my place of birth.

I look forward to learning more about your practice and discussing how my experience might contribute to its growth. You can reach me at my home, anytime after 7:00 p.m. (999-333-5757), on my cell (999-234-5678) or at Park Center Hospital (999-222-4939), Monday, Wednesday, and Friday mornings from 8:00 a.m. to 11:30 a.m. Your discretion when leaving a message at my office will be appreciated.

Sincerely,

Jane E. Doe, M.D.  
123 Main St.  
Walnut, TX 00221  
Home: (999) 333-5757  
Office: (999) 222-4939  
E-mail: [jdoe@asd.com](mailto:jdoe@asd.com)

## **CURRICULUM VITAE**

Jane E. Doe, M.D.  
123 Main St.  
Walnut, TX 00221

Home Telephone: (999) 333-5757

Office Telephone: (999) 222-4939

E-mail: [jdoe@asd.com](mailto:jdoe@asd.com)

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### **LICENSURE/CERTIFICATION**

Licensure FLEX, 2004  
Texas, 2004  
New Mexico, 2007

Certification: Board Certified, Psychiatry, American Board of Psychiatry and  
Neurology, April 2010

### **EDUCATION/TRAINING**

2005 - 2008 Psychiatry Residency  
Texas Medical Center, East Walnut, Texas

1999 - 2005 Internship in Internal Medicine  
Texas Medical Center, East Walnut, Texas

2000 - 2004 M.D. Georgetown University School of Medicine, Washington, D.C.

1996 - 2000 B.S. Fordham University, Magna Cum Laude, Bronx, New York  
(Major - Chemistry)

### **PROFESSIONAL EXPERIENCE**

6/2009 - Present Private Practice  
10 Logan St.  
Pecan, Texas 03333

Provide individual and group diagnostic and psychotherapeutic  
services as well as family therapy in private office setting for  
approximately 10 hours a week.

7/2008 – Present    Staff Psychiatrist, Park Center Hospital,  
1165 Hospital Drive  
Pecan, Texas 03333

Inpatient treatment of adolescents and adults on a 35-bed acute care general psychiatric unit. Provide direct patient care which includes psychiatric evaluations, psychopharmacology, and limited psychotherapy, as well as supervision of other mental health professionals, including psychologists, clinical social workers, and nurses.

### **STAFF PRIVILEGES**

2008– Present    Park Center Hospital, Pecan, Texas

### **PROFESSIONAL SOCIETIES/MEMBERSHIPS**

American Psychiatric Association  
Texas Psychiatric Society  
American Medical Association

### **PUBLICATIONS/PRESENTATIONS**

2010            Doe, Jane E.; Goode, John H.: *Street Drugs*, J.D. York and T.L. Mogen (Eds.) New York: Paramount Press, 1996

May, 2009    American Psychiatric Association Annual Meeting,  
New York, New York. Workshop: Psychotropic Drug Update

### **REFERENCES FURNISHED UPON REQUEST**