John Q. Doe  
1234 Broadway Street Somecity, ST 12345-0000  
555-555-5555  
Sample-email@somedomain.com

January 1, 2012

Dear Dr. Shadowing,

I hope this letter finds you well. I would like to first take this opportunity to introduce myself as a senior student at Some State University, pursuing bachelor’s degree in Biology with a concentration in Pre-Medicine. I currently possess a cumulative GPA of 3.6/4.. My expected graduation is May of 2014. I am currently looking for shadowing opportunities with esteemed physicians such as you to enable the achievement of my goal to become a medical student at Some School of Medicine and ultimately, a physician.

My curriculum comprised of courses such as Organic Chemistry, Genetics, and Anatomy & Physiology has assisted me to gain profound knowledge in the sciences. In addition to taking the aforementioned courses, I have volunteered at Local Community Hospital and currently hold a Basic Life Support certification.

I am confident that my background and knowledge in the sciences coupled with my strong desire to learn and gain medical experience will help me to gain insight into what it is like to be a physician while shadowing a physician..

I have enclosed my resume and would appreciate an opportunity to talk with you. Should you have any questions, please feel free to contact me via email or phone. I look forward to hearing from you soon.

Regards,

John Q. Doe