

И. Ю. АБЕДКОВСКАЯ, И. И. ТИХОНОВИЧ

**ДЕЛОВАЯ КОРРЕСПОНДЕНЦИЯ
НА АНГЛИЙСКОМ ЯЗЫКЕ
В СФЕРЕ МЕДИЦИНЫ**

Минск БГМУ 2015

МИНИСТЕРСТВО ЗДРАВООХРАНЕНИЯ РЕСПУБЛИКИ БЕЛАРУСЬ

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КАФЕДРА ИНОСТРАННЫХ ЯЗЫКОВ

И. Ю. АБЕДКОВСКАЯ, И. И. ТИХОНОВИЧ

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Учебно-методическое пособие



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Предназначено для студентов 3–6-го курсов всех факультетов, а также аспирантов и соискателей, изучающих иностранный язык для профессиональных целей.

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ПРЕДИСЛОВИЕ

Данное учебно-методическое пособие знакомит обучающихся с общей структурой делового письма, детализированными правилами его оформления, стилистикой текста, суммирует советы работодателей (врачей, психологов и лингвистов) для написания конкурентоспособного резюме с целью получения желаемой работы и успешного прохождения интервью при устройстве на работу.

Издание включает 6 разделов: «Написание резюме», «Написание сопроводительного письма», «Написание рекомендательного письма», «Написание заявки на публикацию статьи в научном журнале», «Другие виды писем», «Перевод диплома и приложения к диплому».

Разделы «Резюме», «Сопроводительное письмо», «Рекомендательное письмо» содержат по 10 примеров указанных видов деловой документации, которые являются хорошей базой для выбора и усвоения обучающимися выражений, которые помогут им в ведении успешной деловой корреспонденции и осуществлении эффективного общения. В разделах «Написание заявки на публикацию статьи в научном журнале», «Другие виды писем», «Перевод диплома и приложения к диплому» приводятся дополнительные рекомендации и образцы оформления документов, которые часто требуются студентам и выпускникам медицинских учебных учреждений в повседневной деятельности.

В каждом из разделов учебно-методического пособия теоретическая и справочная информация сопровождается практическими заданиями, помогающими обучающимся усвоить и закрепить навыки деловой письменной речи.

Авторы надеются, что данное издание будет полезным всем желающим изучать английский язык.

Dear students,

You have chosen one of the most challenging but noble, rewarding and prospective jobs.

Medicine is constantly developing and today's incredibly complicated scientific discoveries and inventions are becoming tomorrow's everyday medical practice.

You are creators of the world medical science, medical art and craft too. After receiving the diploma of higher medical education most of you will continue post-graduate education in this country or abroad. Some of you may be lucky to have practical training, be on probation or work as a doctor in another country, and — who knows — you may even become an honorary doctor or professor of a foreign university.

On your way to success you will have to make a lot of steps — to write letters to your foreign partners, fill in different forms and translate documents into a foreign language.

To facilitate this task for you we have decided to write this book.

We hope it will help you in your future career.

Authors

ATTENTION!

PLEASE MIND THAT ALL THE SAMPLE LETTERS AND RESUMES IN THIS BOOK ARE GIVEN HERE TO PROVIDE A VARIETY OF EXAMPLES OF THE CORRESPONDING DOCUMENTS AND CAN BE USED ONLY AS SOURCES OF VOCABULARY!

ALL THE PERSONAL DATA (SURNAMENAMES, COMPANY NAMES, PHONE NUMBERS, ADDRESSES AND EVENTS) HERERIN HAVE BEEN THOUGHT OF BY THE AUTHORS OF THIS BOOK.

INTRODUCTION

If you choose to study at a forein university you will have to submit a number of documents to the admission board. The list of these documents may vary from university to university, therefore to get particular details you should contact the official representatives of the faculty chosen.

But the documents typically required are a curriculum vitae (resume), two or three recommendation (reference) letters, often a copy and a translation of your student's record book or diploma, and a cover letter.

Let us have a closer look at these types of documents.

PART 1

CURRICULUM VITAE (RESUME)

Literally the word combination 'curriculum vitae' (CV for short) means 'a summary of your life'. This name is commonly used in the United Kingdom. In the United States the corresponding document is known as a 'resume'.

The purpose of a resume is to disclose your accomplishments and qualifications, communication and organisational skills to a potential employer. A CV (or a resume) must prove to the reader that you are the best, the most competent and the best qualified person to do the job, that you have the necessary social competence and other experience to successfully perform your functions.

In your CV you should address the following points:

- Personal details (name, address, contact details, family status)
- What you have achieved that you are proud of
- Your ambitions and what you can offer the employer
- Present position
- Previous positions
- Education
- Grants that you have applied for and received
- Professional merits (short and concise, relevant for the application)
- Leadership merits and skills
- Teaching experience (if relevant)
- Scientific awards
- Significant assignments
- Memberships (only those that are relevant)
- List of major publications (if you have been carrying out active research work you can make a selection of best publications, or mention the last 5 years' publications, or choose original publications, or publications in high citation index journals), rarely congress abstracts
- Other competencies (languages, computer programming skills, other relevant skills) — ideally with a proof
- Enclosures

A well composed resume should attract the attention of the hiring manager and secure you a job interview.

RESUME FORMATS

With so many different employment experiences possible, there is no single resume template that works for everyone. There are, however, generally accepted ways to arrange the information on your resume to present it in the best light.

The two styles that are discussed most often are the *chronological format* and the *functional format*. Both have their own advantages and disadvantages when it comes to presenting your information. *The combination resume* is a compromise between the two and has become more popular in recent years.

The chronological resume. This is the most common resume style, and the one that employers prefer. In the chronological format the emphasis is placed on employment experience. The applicant's job history is presented in reverse chronological order, with the most recent jobs placed at the top of the list.

The chronological resume is good if your recent job experience is relevant to the job you are applying for, and you want to stay on a similar career path. Potential employers can easily see what you have done and how you have progressed and gathered experience.

Despite its popularity, there are some reasons why the chronological format may not be right for you. If you are just entering the workforce from school, a resume like this may actually highlight your lack of experience. You may have held jobs recently that have no relevance to

the position you're applying for. If you are re-entering the workforce after a substantial absence, this resume will highlight your recent inactivity. Any large gaps in your recent employment history will be evident, and you may be asked about them. Likewise, a job history full of briefly held jobs might lead a potential employer to question your ability to remain employed. A long employment history at a single company will reveal your age to some extent, something you may not feel comfortable doing.

The functional resume. In this non-linear format, your skills and achievements are emphasised. Your employment history is summarised or avoided altogether. Your skills and previous relevant experience (including educational experience) are presented at the beginning of your resume. They are organised so that the employer can see how your skills relate to the job position you are applying for. (In a chronological resume, employers may simply be looking at the jobs you have held previously to see if you have the experience they are looking for.) It may take more effort to write a functional resume, but you are free to highlight your talents instead of your recent job experience.

The functional resume can be particularly effective if you've held a number of similar positions; it will allow you to highlight your skills rather than itemise what might be a redundant looking job history.

But the functional resume may also raise concerns in some employers' minds as to whether you are withholding information. This doesn't mean that functional resumes are ignored or that they can't be effective. But an employer looking for a clear job history may be put off by the functional format, especially if you've used a functional resume to hide your lack of experience or a long gap in your employment history.

If you don't have any problems with the reverse chronological format, it's reasonable to prefer it to the functional one.

If you still like the idea of the functional format, you may want to make it more acceptable by combining it with the chronological format and creating a combination resume. **The combination resume** is simply a functional resume with a brief employment history added. Skills and accomplishments are still listed first; the employment history follows. You need to reveal where you have worked, when you worked there, and what your job position was. This will allay an employer's worries about your experience, and it still allows you to emphasise your talents and how you would use them for the job you are applying for. While most employers might still prefer a chronological resume, this is a good alternative to the functional resume.

Remember! A resume must be constantly updated — it must be kept alive. If you have written a successful resume which has helped you achieve your goal, you may need to modify it for each new job you apply for.



Practical task 1

Discuss with your partner the answers to the following questions:

1. What is the purpose of submitting a resume to your potential employer?
2. In what three basic ways can resumes be written? Give a brief characteristic of each format.
3. Which order is preferred for describing the candidate's education and work experience in a resume — a direct chronological or reverse chronological one? Why?
4. Which resume format is preferable for a scientist — a chronological or a functional one?
5. Which resume format is preferable for a graduate who has recently received his/her diploma — a chronological or a functional one?
6. Which resume format would you prefer among the three existing ones if you were to send a set of documents to a university in Germany?
7. What items should you cover in your resume?



Practical task 2

Look through sample resumes 1–6 on pages 8-15 and classify them as chronological, functional and combination ones.



Practical task 3

After studying sample resumes 1–6 fill in the table.

Resume Format	Advantages	Disadvantages
1.		
2.		
3.		

Compare your considerations with your partners'.

RESUME 1

(NOTE. FOR THE RULES OF USING FONTS AND MARGINS SEE PAGE 20!)

(In this and all the following examples the frame denotes size A4 paper borders)

ANNA SWAN

30 Sunny View Rd.

Cleveland, TN 37220

USA

Tel.: +1-615-999-9999

QUALIFICATIONS SUMMARY

Eight years experience working with individuals/families in conflict. Highly developed **mediation, counseling, and crisis intervention skills** used in group and individual settings. After several years in the manufacturing environment, where attention to detail was prized, successfully made a transition to the service sector.

MEDIATION/CONFLICT RESOLUTION SKILLS

- * Mediate marital disputes, parent/child/couple relations, and neighbor or individual conflicts.
- * Coordinate the parties for resolution resulting in visitations, property settlements, restitutions, enhanced relationships and less/no court involvement.
- * Develop ground rules, clarify major issues, evaluate and summarize conflicting ideas, aid in agreement and contract structuring.
- * Performed mediation for Cleveland District Court.
- * Assisted courts by interviewing and assessing cases before being placed on court docket for possible diversion through mediation and conflict resolution.

ORGANIZATIONAL/ ADMINISTRATIVE/ INVESTIGATIVE SKILLS

- * Provide curriculum design for job development programs.
- * Compile program statistics and make yearly comparisons for program evaluation.
- * Developed conflict resolution teacher training at the Middle School level.
- * Developed a conflict management program in the business community.

- * Assisted in the organization and implementation of a new mediation program in Cleveland District.
- * Recruited, placed, trained and provided supervision and support for the mediation volunteers on an on-going basis.

RESUME 2

Victor Rabbit

226 Evergreen Forest Dr.

Starlight, PA 17353

Phone: +1 215 333 3333

POSITION DESIRED: Ambulance Driver

Summary of Work Experience:	Over twenty years of stable work history, including substantial experience with car engines, electrical systems, and truck driving.
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SKILLS

Driving Record/ Licenses:	Driver's license, qualified and able to drive any vehicles. No traffic citations or accidents for over 20 years.
Vehicle Maintenance:	Keep to correct maintenance schedules and avoid most breakdowns as a result. Substantial mechanical and electrical systems training and experience permits many breakdowns to be repaired immediately and avoid towing.

Record Keeping:	Excellent attention to detail. Familiar with recording procedures and submit required records in on a timely basis.
Routing:	Knowledge of many districts. Good map reading and route planning skills.
Other:	Not afraid of hard work, flexible, get along well with others, meet deadlines, responsible.

WORK EXPERIENCE

2005–Present	<p>CITY TRADE CENTER, Binghampton, PA</p> <p>Pick up and deliver all types of commercial vehicles from across the United States. Am trusted with handling large sums of money and handling complex truck purchasing transactions.</p>
1998–2005	<p>QUALITY PLATING CO., Binghampton, PA</p> <p>Promoted from production to Quality Control. Developed numerous production improvements resulting in substantial cost savings.</p>
1994–1998	<p>MAIL DELIVERY SERVICES, Starlight, PA</p> <p>Truck delivery of mail to destinations throughout the state. Responsible for up to 6 drivers and equipment maintenance personnel.</p> <p>Received several increases in salary and responsibility before leaving for a more challenging position.</p>

OTHER INFORMATION

Four years experience in the U.S. Air Force operating power plants, stationed in New Jersey and Pennsylvania. Training in diesel engines and electrical systems. High school graduation with honors.

Stable family life, excellent health, non-smoker and non-drinker.

Andrew Davis

1415 Browning Lane, Apt. 111

Toronto, M2B 4X5

CANADA

+1 416 555 33 55

OBJECTIVE: Obtain a challenging entry-level position in Broadcast Journalism, with a special interest in producing medical programs.

EDUCATION: Bachelor of Arts, June 2006
University of London, London, Canada
Major: Journalism
Minors: Biology, Physics

RELATED BROADCAST EXPERIENCE:

Intern CTV, Channel 5, London, Ontario, Canada

Reporting CTV, News Channel 2, London, Ontario

- Developed contacts and stories; responsible for covering stories on a regional and local level
- Developed and researched feature stories reflecting community interest
- Interviewed educational and business leaders concerning newsworthy events
- Developed ability to work under pressure and meet deadlines

Producing «University Herald», University of London

- Produced and directed a monthly news magazine featuring both university and community news
- Supervised all aspects of project including story developments, creative style of magazine and development of script

introduction to all magazine stories

*Technical
Experience*

– Developed a working knowledge of videotape editing equipment, videotape camera equipment, videotape recording equipment, studio camera, character generation machine, and audio mixing board

**HONORS &
ACTIVITIES:**

Radio and Television News Directors Association – Publications Chairman and Editor, 2009–2010

REFERENCES:

Ted Wilbur, CTV News Channel Bureau Chief, +1 416 666 66 66

Michael Corns, Professor of Journalism, London, ON,

+1 416 555 77 77

John Wilkes, CTV Studio Director, London, ON, +1 416 601 88 88

RESUME 4

Tina Olofsson

1005 M. Twain Street

Billings, MT 59620 USA

Phone: +1-406-888-88-99

**CAREER
OBJECTIVE:**

Certified Therapist seeks position with progressive hospital or medical center in need of a challenge-oriented individual with entry-level skills in all areas of respiratory care.

Interested in position which offers broad participation, immediate challenges and career opportunity to apply academic experience and employment background in job setting that provides future potential based upon an individual's initiative and abilities.

Personal attributes include an ability to adapt easily to new organizational environments and function independently with own decision making responsibilities under hospital medical direction.

WORK

EXPERIENCE:

Graduate of American Medical Association approved school for respiratory care therapy, including extensive and diversified work experience in:

- Neonatal Intensive Care–Level III Nursery
- Adult Critical Care Units
- Emergency Transport Units
- Arterial blood gas analysis
- Assisting in intubation procedures
- Working with expert Open Heart team

EMPLOYMENT HISTORY

9/2005–Present ST. MARY'S HOSPITAL, Billings, MT

Respiratory Care Technician, Contract Service Division

Position requires adaptability to different hospitals' staffs and routines in a wide variety of assignments calling for complete knowledge of all phases of respiratory care.

1/99–8/05

NEW HOPE HOSPITAL, Billings, MT

Respiratory Care Technician, Cardiopulmonary Department

Responsibilities included adult & neonatal–level III nursery ventilator management, arterial blood gas sampling, bronchoscopy assistance, pulmonary functions, pulmonary stress testing, ECG & Holter monitoring set-ups, routine floor care, charge technician for shifts, Open Heart Teams

assistance and Transport Units for adults and neonates.

Tina Olofsson

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7/95–12/98

SMOKEY MOUNTAIN HOSPITAL, Cleveland, TN

Respiratory Care Technician

Worked part-time as a PRN Pool person to 100 bed hospital – all phases of respiratory care, only one therapist per 12-hour shift.

2/94–6/94

LAVENDER INN, Cleveland, TN

Front Office Manager/Reservations (Temporary position)

CERTIFICATIONS: Respiratory Therapy Technician (1999)

Tennessee State Board of Medical Examiners

Respiratory Therapy Technician (1990)

The National Board of Respiratory Care

**EDUCATION
& TRAINING**

Currently working toward **Registry Program** completion

Status: 75 % complete

Respiratory Care Practitioner Tutorial Program *Graduated*

5/31/98

Tennessee College for Health Sciences, through Smokey Mountain Hospital, Cleveland, TN

Nursing — Tennessee State University, Chattanooga, TN
(GPA: 3.0) 1993–1995

**PROFESSIONAL
AFFILIATIONS:**

- **American Association for Respiratory Care**
- **LAMBDA BETA Society** — National Honor Society for the Profession of Respiratory Care

ADDITIONAL

QUALIFICATIONS:

1. Able to perform CPR and maintain current documentation of skill.
2. Possess didactic and clinical knowledge of current respiratory care medicines including, but not limited to, isoetharine, metaproterenol, beclamethazone, cromolyn sodium, albuterol, racemic epinephrine, ribavirin, and pentamidine.
3. Able to instruct patients in proper use of metered dose inhalers and spacers.
4. Safely administer postural drainage and percussion in proper therapeutic positions.
5. Safely administer IPPB and hand-held (ACORN) nebulizer delivery systems.

Tina Olofsson

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6. Safely induce sputum specimens using proper agents and equipment.
7. Possess clinical knowledge of incentive spirometry devices.
8. Able to safely set up humidifiers and nebulizers.

9. Possess clinical knowledge in the administration of oxygen via high-flow devices like mask/nasal CPAP and manual resuscitators.
10. Able to properly assess endotracheal tube placement.
11. Able to set up, maintain, and monitor patients on mechanical ventilation.
12. Able to draw and analyze arterial blood gases.
13. Able to suction and care for endotracheal and tracheostomy patients on ventilators.
14. Able to perform weaning procedures, such as maximal inspiratory force, vital capacity, and minute volume.
15. Able to adjust ventilator parameters according to physician orders.

AVAILABILITY:

Two weeks following acceptance of position offer.

REFERENCES:

Dr. Michael Simpson, Director of Respiratory Care School,
Smokey Mountain Hospital

7777 Cherry Drive, Cleveland, TN 37302

+1-901-444-1231

Dr. David Johnson, Director of Respiratory Care,
St. Mary's Hospital

P.O. Box 6000, 9th Ave, Billings, MT 59333

+1-406-126-7777

Dr. Stephen Jefferson, Manager of Respiratory Care Services

5551 Lake Avenue 217, Billings, MT 59355

+1-406-126-1866



RESUME 5

JUDY YARD

1154 Sunny Rd., Apt. 291

Townsville, WA 98111

Phone: +1-360-666-8888

OBJECTIVE

Seeking a position as a Registered Nurse where I can be most effective in helping other medical personnel assist patients and provide quality health care.

EDUCATION

WALLA-WALLA COMMUNITY COLLEGE, Walla-Walla, WA

Associates in Applied Sciences - Nursing, February, 2014

Curriculum included: Nursing Care Planning and Assessment, Fundamentals of Nursing, Medical, Surgical, Pediatrics and

Obstetrics (68 credits) G.P.A.: 3.8

LICENSES

Registered Nurse - to sit for board in April 2015

Licensed Practical Nurse - results depending on exam in December 2014

PROFESSIONAL DEVELOPMENT

QUEENS HOSPITAL MEDICAL CENTER, Spokane, WA 3/2012 - Present

Transporter (3/2013-present)

Transporting in-house patients to Radiology Department for CT, Ultrasound and Nuclear Medicine. Work with OB/GYN patients, cardiac patients and bone fractures. This includes scanning for ectopic pregnancy, tumor diagnosis, etc. (Part-time position was requested to take time for school studies.)

Nursing Assistant (5/2012-2/2014)

Assisted Doctors and Nurses in the emergency room while attending to various situations, i.e, accident victims, cardiac arrest, fractures, etc. Responsible for taking blood pressure and temperature. Aided Doctors while diagnosis was being made. (Full-time)

SPOKANE LANGUAGE SCHOOL, Spokane, WA 3/2010 - 4/2011

As a **Spanish Instructor** assisted English speaking lawyers who wanted to learn Spanish in order to be able to conduct business in the Hispanic community. Worked on a one-on-one basis. (Part-time)

CHEROKEE MEDICAL CENTER, Walla-Walla, WA 3/2009 - 2/2010

As an **Interpreter** worked with other medical practitioners to determine the problems confronting patients admitted on various wards throughout the facility. These patients were unable to speak good English and many of the psychiatric

patients were in a very confused state of mind.

CERTIFICATE

CPR - American Heart Association, expiration date February 2016

RESUME 6

SYLVIA BURNS

1401 Cherry Road

Cleveland, Tennessee 38202

Tel: +1-615-333-3333

PROFILE

Highly skilled Executive Secretary with outstanding, professional experience including:

- Ability to communicate with all levels of management and employees
- International communication liaison with subsidiary companies
- Use of word processing, Windows, Excel, Lotus

EXPERIENCE

SKYLINE DENTAL CENTER, Cleveland, TN

Executive Secretary

5/2008 – 8/2013

- Served as a secretary to the Director of Skyline Dental Center
- Maintained executive calendars, scheduled appointments, and fielded phone calls
- Prepared draft of monthly reports regarding current research projects
- Routed all incoming company mail to appropriate departments

- Assisted in the preparation and editing of the company newsletter
- Provided visitor assistance and arranged departmental luncheons

Part-Time Secretary/ Receptionist

2003 – 2005

- Assisted with compiling legal data and putting it in chronological order
- Prepared court exhibits
- Typed correspondence and legal documents
- Answered phones and greeted clients

PET MEDICAL CENTER, Cleveland, TN

Veterinarian Assistant

1998–2002

- Assisted in surgery with instruments
- Provided pre- and post-operative animal care
- Performed administrative clerical and reception duties

EDUCATION

CLEVELAND VOCATIONAL TECHNICAL COLLEGE,
Cleveland, TN

Professional Secretary Certification – November 2003

References Available Upon Request



Practical task 4

Compare resumes 7 and 8 on pages 16–18. Say which of the resumes it is easier to read and which of these two candidates you would invite for an interview and why. Compare your answers with your partner's.

Olga Ivanova

83/7 Dzerzhinsky Ave, Room XXX

Minsk 220116 Belarus

Private tel. # +375 17 5755543

Mobile tel. # +375 29 1111112

E-mail address: Olga2307@gmail.com

Career objective – position of an obstetrician
and gynaecologist in your hospital

Education

1997–2008 — Secondary School No 2, Lepel

1997–2004 — Music School

2008–2014 — BSMU, General Medicine Faculty

Work experience

01.07.2012–31.07.2012 — Doctor's assistant, 10th

Minsk City Municipal Outpatient Clinic, Therapeutic

Department (duties: examining patients, filling in case
histories, writing out prescriptions and sick-leaves, etc)

01.07.2011–31.07.2011 — 3d Minsk City Municipal

Clinic, Surgical Department, nurse (duties: giving
injections; checking blood pressure, temperature, pulse,
etc)

Other interests — I like music, sports TV programs, computer games

Personal data

Date of birth: July 23, 1993

Place of birth: Lepel

Nationality: Republic of Belarus

Marital status: single

Number of dependents: none

Personal characteristics: kind, patient, well-organized, responsible,
trainable

References are available upon request

RESUME 8

Tatsiana Ivanova

83/10 Dzerzhinsky Ave, Room XXX

Minsk 220116

BELARUS

Private tel: +375 17 2793333

Mobile tel: +375 29 1111111

E-mail address: Tanya2206@gmail.com

PERSONAL DATA AND CHARACTERISTICS

Date of birth: June 22, 1993

Place of birth: Lepel, Vitebsk Region, Belarus.

Nationality: Republic of Belarus

Marital status: single

Personal Characteristics: capable to work both independently and as a team player, responsible, patient, goal oriented, organized, able to meet deadlines.

CAREER OBJECTIVE

Position of Obstetrician and Gynaecologist with an opportunity for advancement

EDUCATION

September 2008 – Belarusian State Medical University (BSMU), General Medicine
June 2014 Faculty

Majored in Obstetrics and Gynaecology.

Educational Highlights: Anatomy, Psychiatry, Neonatology, Urology, Sexually Transmitted Diseases.

Obtained Document: Medical University Diploma.

September 1997 – Secondary Comprehensive School # 1, Lepel, Belarus
June 2008

Class with advanced study of Chemistry and Mathematics.

Educational highlights: Biology, Chemistry, Mathematics, English.

Obtained Document: Certificate of General Education.

September 1997 – Music School

June 2004

Majored in playing the piano and the violin.

Obtained Document: Certificate of Basic Musical Education.

WORK EXPERIENCE

July 1 – July 31, Minsk Municipal Out-patient Clinic № 4, Therapeutic
2012 Department, Doctor's Assistant

Duties:

- kept patients' records
- carried out basic non-emergency examination and treatment
- wrote out prescriptions and sick-leaves.

Tatsiana Ivanova

Page 2

July 1 – July 31, Minsk Municipal Clinic # 3, Surgical Division, Nurse.
2011

Duties:

- checked patients' blood pressure, temperature, pulse
- provided basic non-emergency care
- dressed patients' wounds
- performed intravenous line insertion, phlebotomy.

ACTIVITIES AND ACHIEVEMENTS

For two years attended classes in painting (was awarded the first category Diploma).

Got the second prize at a regional music competition of violinists in 2009.

Was a regular participant in regional track-and-field athletic contests, got the second prize in sprint in June 2007.

In 2004 got the first prize in a regional chess competition.

Obtained the 3d junior category in volleyball.

HOBBIES

Gouache painting, embroidery, World Art History.

LIST OF PUBLICATIONS:

1. The Methods of Labor Management of Women with Uterine Scars» / Medical Journal # 4, 2012. – Minsk, Belarus.
2. The Advantages and Disadvantages of Introducing Epidural Anaesthesia to Women in Labour / Medical Journal № 2, 2011. – Minsk, Belarus.

REFERENCES:

1. Dr. Elena V. Petrova, PhD
Assistant at the Obstetrics and Gynaecology Department, BSMU,
Office tel: +375 17 1532059
2. Professor Larisa N. Smirnova, PhD

Head Physician, 6th Municipal Clinical Hospital
Office tel: +375 17 3457820
3. Prof. Nikita N. Alexandrov, PhD

Lecturer, Obstetrics and Gynaecology Department, BSMU,
Office tel: +375 17 1847854

References and supporting documents may be furnished upon request.

Practical task 5



Now listen to an expert opinion. Compare the pieces of advice given below with your and your partner's conclusions.

Some Tips for Writing a Winning Resume

No matter how you write your resume there are a few simple rules you should always keep in mind.

Beware that regardless of how much time and effort you put into writing your resume, it won't get a thorough reading the first time through. A busy executive who has to read hundreds of resumes a day will initially scan it for 25 seconds. On the basis of that cursory review, the executive will determine whether you should be selected as a short-listed candidate or your resume should merit a more thoughtful reading three minutes' worth later, or will be turned down and put aside to be thrown away.

The process of scanning is tougher if your resume is hard to read, poorly organised or weighs more than a pound. It's easier to read if there are wide margins, clean type (at least 10 or 12 point), clear headings, a logical format, bold and italic typeface that helps guide the eye, and you use bullets calling attention to important points. (However, remember that too many bullets at a time diminish the effect!)

Moreover, experienced Human Resources Managers can quickly filter out resumes from people who have absolutely no qualification for the position being opened.

What is stunning, there are a lot of resumes that do not deserve attention because the candidates might have potential, but they have made no effort to align their generic resume and cover letter with the specific requirements and responsibilities with the job description.

If you really want to succeed, target yourself and prove to the reader that you will be a great asset to the company you are applying to. Therefore, to put your best foot forward when searching for a job you should do a few simple, commonsense things.

1) Don't keep to a template. There's nothing wrong with building your resume from a template. But if you just fill in the blanks or substitute a few words, your resume may look unnatural. Take the time to personalize it. Make sure it reflects your skills and capabilities and dress it up so that it can become unique.



2) Make the most of your experience, but be honest. Emphasize what you can do for the employer. Expand your section on education and training. Add a section to demonstrate your strengths but eliminate superfluous details. List your hobbies and interests only if you can relate them to the position you're applying for. Don't mention personal characteristics such as your age, height, race, marital status. Avoid information that is not relevant for the job and that employers do not really need.

3) Make your words count, keep your resume concise.

4) When you introduce your "Objective" statement, be specific. General statements, such as "Looking to utilise my professional skills" or "Seeking a rewarding position" add no information to a resume.

5) Leave out the pronoun "I".

6) Try to avoid passive constructions. (It is more efficient to write "In the course of experiment we found that..." instead of "In the course of experiment it was found that...").

To emphasize your skills and accomplishments use Past Simple instead of the Gerund ("Responsibilities: gave intravenous injections..." instead of "Responsibilities: giving intravenous injections...").

Some of the effective words you can use in your resume may be:

<i>Solved</i>	<i>Improved</i>	<i>Produced</i>
<i>Saved</i>	<i>Planned</i>	<i>Developed</i>
<i>Lead</i>	<i>Increased</i>	<i>Organised</i>
<i>Created</i>	<i>Initiated</i>	<i>Implemented</i>

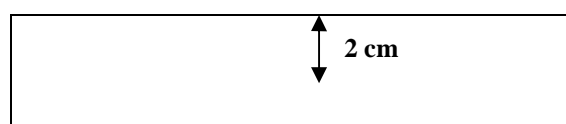
Other positive words which can emphasize your valuable communication skills are:

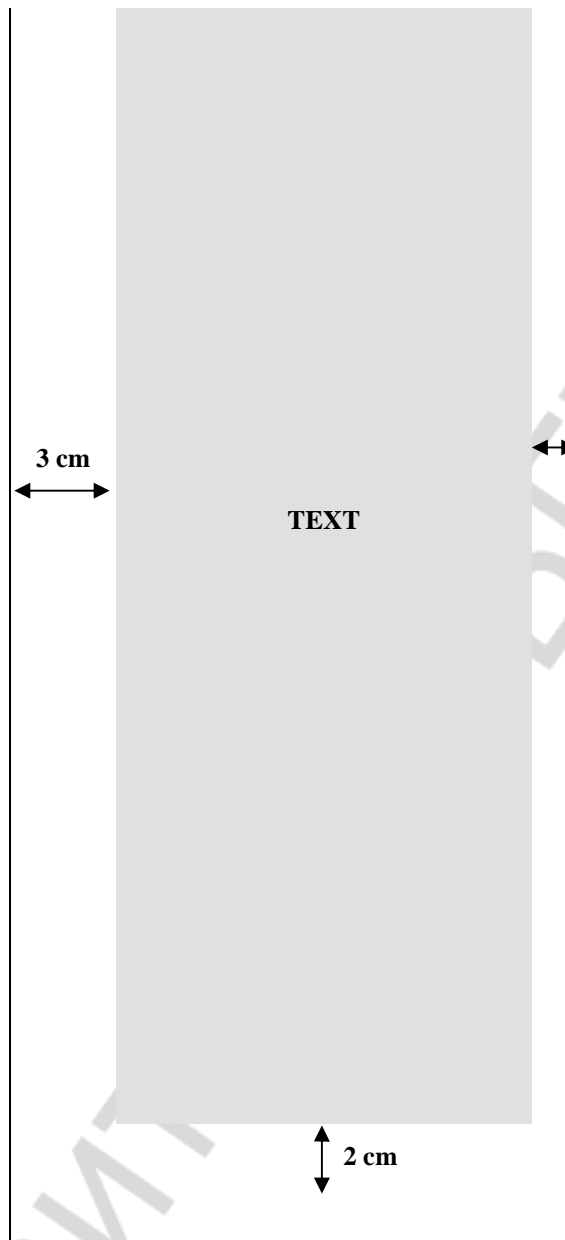
<i>Honest</i>	<i>Can get things done in time</i>
<i>Productive</i>	<i>Good attendance</i>
<i>Hard worker</i>	<i>Can manage money and budgets</i>
<i>Can manage people</i>	<i>Can meet deadlines</i>
<i>Can instruct others</i>	<i>Can efficiently work with the public</i>
<i>Can accept supervision</i>	<i>Can negotiate</i>
<i>Can get along with co-workers</i>	<i>Can organize/manage projects/public speaking</i>

7) Make your resume easy on the eyes. The points to consider should include the typeface, your photograph (which is optional), layout of the resume, length of the paragraphs.

- Use normal margins — 2 cm on the top and bottom, 3 cm on the right and 1–1.5 cm on the left!

Note that in the USA the size of the paper is slightly different from the European A4 size standard. So double check the requirements for the margins with your potential employer or publisher. But the general rule is that the left margin is typically made wider because the documents will be filed (fixed in a folder).





- Don't cram your text onto the page. **If your resume is more than one page, use page numbers** (see **Sample Resume 4 on pages 11–13**)! **Remember that normally a resume should not be longer than two or three pages.**
- Avoid large paragraphs. (Paragraphs that are easy for perception are up to 5 lines.)
- Avoid unusual or exotic font styles; **use simple fonts with a professional look.** Fonts (typefaces) are divided into serifed fonts and non-serifed fonts.

Examples of serifed fonts:

Times New Roman (Professional Medical English)

Garamond (Professional Medical English)

Courier New (Professional Medical English)

Examples of non-serifed fonts (sans serif):

Arial/Helvetica	(Professional Medical English)
Gill Sans	(Professional Medical English)
Verdana	(Professional Medical English)
Calibri	(Professional Medical English)

As you can see, **seriffed fonts are easier for the eye to catch, therefore the professional fonts most commonly used in business documentation are Times New Roman and Courier New (size — 12–14 pt for the main text, and 10–11 pt for captions and references).** (See Resumes 5 and 6 pages 14–15.)

8) Make sure your resume is clean in style and free from typos (misprints) — that means you should do a thorough spelling and grammar check, and have someone else review it to be sure you didn't miss anything. Hiring managers will not waste time on resumes with mistakes.

9) Don't save money using old paper and envelopes. Type your documents on high quality standard, non-textured, fine-grained, even, neat, spotlessly white paper. And finally, do not print double-sided documents.

Really, why should experts select candidates who don't care about the impression they produce with their own resume, while there are so many outstanding hard-working candidates to choose from?



Practical task 6

Based on this expert opinion say what is wrong about Resume 7 on page 16.



Practical task 7

Study a few other sample resumes below. Pay attention to the choice of the verb tense forms in the description of the candidates' work experience.

Stsiapan Zaitsau

80 Rafiev Str., Apt. 771

Minsk 220017

BELARUS

Tel.: +375 17 1112233

Personal Data:

Date of birth: June 3, 1990

Nationality: Republic of Belarus

Language fluency: Russian and Belarusian (native), English, and German (fluent)

Career Objective: an ophthalmologist with an opportunity for advancement

Education:

Sept 01, 2008 – present

Belarusian State Medical University,

General Medicine Faculty (to be graduated in June, 2014 with the Medical University Diploma)

Educational highlights: Ophthalmology, Surgery, Physiology, Pathology, Biology, Genetics.

September 2006 –

Lyceum of Belarusian State University with advanced study of Biology

June 2008

September 1998 –

Music School

June 2005

Specialized in playing the piano.

September 1997 –

Gymnasium No. 55 with advanced study of foreign languages

June 2006

Work Experience:

July 1-26, 2012

25th Minsk Central Regional Outpatient Clinic, position —
doctor's assistant (part time)

Duties:

- checked blood pressure, heart and lungs
- made rounds of visits to the district
- requested investigations, made sure the results had been received
- carried out administrative tasks
- provided basic emergency and spiritual care.

Minsk Municipal Clinic No. 6, Intensive Care Unit,

position — Nurse (part time)

July 1-22, 2011

Stsiapan Zaitsau

Page 2

Duties:

- took patients' temperature, pulse and blood pressure
- filled in patients' temperature charts
- gave intramuscular, intravenous, subcutaneous injections
- gave out drugs
- provided basic non-emergency care.

Additional Information

Finished Art School, attended dance classes for 7 years, drama classes for 2 years.

Hobbies

Reading, cooking, making hand-made jewelry and embroidery.

List of Publications:

1. Zaitsau, S. Efficiency of the Fingernail Study in Sexual Assault Cases / *Topical Problems of Modern Medicine (Collection of Student Scientific Papers)*. – Minsk, 2012.

2. Zaitsau, S. Age-Related Changes in Prooxidant-Antioxidant Status of Erythrocytes in Rats / *Topical Problems of Modern Medicine (Collection of Student Scientific Papers)*. – Minsk, 2011.

3. Iodine Value and the Level of Malondialdehyde in Oils on Heating / *Topical Problems of Modern Medicine (Collection of Student Scientific Papers)*. – Minsk, 2010.

References:

1. Dr Sergey Andreev, PhD,

Head of the Ophthalmology Department,
Belarusian State Medical University, Minsk
Office tel.: +375 17 2112235

2. Dr Anna Nikitskaya, PhD,

Head of the Pulmonology Department,
3rd Municipal Clinic, Minsk, Belarus
Office tel.: +375 17 2112234

3. Dr Olga Frolova, PhD,

Head of the Cardiology Department,
Belarusian State Medical University, Minsk

Office tel.: +375172112236

RESUME 10

Alena Parafiyanova

28 Lesnaya Str., Apt. 222

Minsk, 220116, Belarus

Tel.: +375 29 117 75 33

E-mail: lena27@mail.ru

Personal Data

Date of birth: September 27, 1994

Place of birth: Brest, Republic of Belarus

Nationality: Republic of Belarus

Language fluency: Russian, Belarusian (native), English (working knowledge), German (some)

Career Objective

Position of Anesthesiologist with an opportunity for advancement.

Education

September 01, 2008 – Belarusian State Medical University, General Medicine Department
(to be graduated in June, 2014)

June 26, 2014

Obtained document: Medical University Diploma

Major disciplines:

Anatomy, Pathology, Therapy, Surgery, Anesthesiology and Intensive Care, Pharmacology

September 01, 1997 – Secondary comprehensive school # 7, Rechitsa, Belarus
May 25, 2008 Obtained document: Certificate of General Education (finished school with the golden medal awarded for academic achievements)

Employment History

February 14, 2013 – Municipal Clinical Hospital # 4, Urology Department,
present 25 R. Luxembourg Street, Minsk 220036, Belarus

Position: medical nurse

Duties:

- provided patient care,
- filled in patients' case histories,
- requested investigations and made sure the results were received,
- updated drug charts,
- provided basic non-emergency care.

July 1, 2012 – *Student practice*
July 30, 2012 Municipal Clinical Hospital # 4, Therapeutic Department
(25 R. Luxembourg Street, Minsk, Belarus)

Position: General Practitioner's Assistant

Duties:

- carried on physical examination and treatment of patients under the supervision of a doctor
- administered drugs as prescribed

- provided basic non-emergency care made sure that all patients records were up-to-date.

July 01, 2011 –

Student practice

July 30, 2011

Municipal Clinical Hospital No. 3, Surgical Department,
(17 Lenin Street, Minsk 220045, Belarus)

Position: general duty nurse

Duties:

- assisted the doctor in charge during patient admission and discharge procedures
- checked patients' blood pressure
- gave intramuscular and intravenous injections
- filled in case histories
- provided spiritual care
- assisted surgeons during operations.

Extracurricular activities

Attended dancing classes for 2 years, participated in different local and regional dancing contests.

Attended swimming classes for 6 years, was awarded the Second Degree Diploma in a local swimming competition.

Attended Biology classes for 4 years, was awarded the First Degree Diploma in the Regional Olympiad in Biology in 2008.

Hobbies

- Table tennis (attended a tennis club for 1 year)
- Organization of parties for children

References:

1. Dr. N. P. Gorelenko, PhD.,

Head of the Internal Diseases Department,
Belarusian State Medical University
Tel: +375 17 348 90 00

2. Professor V. K. Pavlov, PhD.,
Municipal Clinical Hospital No. 6 (Minsk), Intensive Care Department
Tel: +375 17 233 76 76
3. Professor A. V. Krylova, PhD.,
Head of the Anesthesiology and Intensive Care Department,
Belarusian State Medical University
Tel: +375 17 233 76 72

References and supporting documents can be furnished upon request.



Practical task 8

Write a detailed resume of your own following all the guidelines in this unit.

PART 2

COVER LETTER

Job seekers frequently send a cover letter along with their CV or employment application as a way of introducing themselves to potential employers and explaining their suitability for the desired position.

A cover letter (also called covering letter, motivation letter, motivational letter or a letter of motivation) is a letter of introduction attached to or accompanying another document such as a résumé or a reference letter.

Earlier, when the candidates used to send a hard copy, the cover letter was typically attached on the top of the resume. Thus, it used to serve the purpose of covering the resume, hence it got its name as «cover letter».

A cover letter plays a crucial role when you apply for a job. In the present job conditions writing a good cover letter is essential, because it plays an important role in your job search as it gives you a chance of communicating to the prospective employer.

Resumes are written in more or less a standard format. The degrees or qualifications of various candidates for a particular job are also more or less similar. Thus, it is the cover letter that helps you introduce yourself effectively, and get a preference for your resume. Employers may look for individualized and thoughtfully written cover letters as one method of screening out applicants who are not sufficiently interested in their position or who lack the basic necessary skills.

As you can see, a cover letter is a kind of preface to your resume. It helps you attract the attention of an employer to your qualities, abilities, and skills. However, care should be taken to maintain equilibrium between creativity and professionalism.

There are different cover letters for different fields, for example, an academic cover letter for the educational field, a business cover letter, etc.

Types of Cover Letters

Cover letters fall into three categories:

- 1) **The prospecting letter (or uninvited cover letter)** which inquires about possible positions;
- 2) **The application letter (or invited cover letter)** which responds to a known job opening;
- 3) **The networking letter** which requests information and assistance in the sender's job search.

The Structure of a Cover Letter

There are several sections in a cover letter like in any other formal letters. **Cover letters are generally one page at most in length, divided into a header, introduction, body, and closing.**

All these sections should be mentioned properly.

1) Header	Consists of the sender's name, address and other contact information, the recipient's name and address, and the date when the letter was sent — after either the sender's or the recipient's address. Following that is an optional reference section (e. g. “ <i>RE: Internship Opportunity in Columbus Teaching Hospital</i> ”). The final part of the header is a salutation (e. g., “ <i>Dear Hiring Managers</i> ”).
2) Introduction	Briefly states the specific position desired, should catch the employer's immediate interest.
3) Body	Highlights or amplifies on material in the resume or job application, and explains why the job seeker is interested in the job and would be of value to the employer. Also, matters discussed typically include skills , qualifications , and past experience . If there are any special things to note such as availability date, they may be included as well.
4) Closing	Sums up the letter and indicates the next step the applicant expects to take. It may indicate that the applicant intends to contact the employer, although many favor the more indirect approach of simply saying that the applicant will look forward to hearing from or speaking with the employer. After the closing is a valediction (“Sincerely”), and then a signature line. Optionally, the abbreviation “ENCL” may be used to indicate that there are enclosures (attached documents).

The Rules of Writing a Medical Cover Letter

When writing a medical cover letter you should follow professional standards. Keep all the information precise. Your letter should be simple, short, and with the desired levels of professionalism from the ideal candidate. Use comprehensible language appropriate to your proficiency levels. Use a friendly, but professional tone and clearly worded sentences.

To write a formal letter and select proper subject title, salutation and concluding lines follow the guidelines below.

Writing the Header

- To make your documents look professional, **use the same fonts and sizes as your resume and other enclosures so that all of them match.**
- Use the business letter block format style (it means that **all the lines should begin evenly, directly one under another, without indentation**), **single spaced with a double space in between paragraphs.**)
- At the top of your cover letter use the same header (with your name and contact information) which you have used for your resume.

- Begin your letter with the date of your application, followed by the name and address of the potential employer. Pay attention that the date should be written directly below the sender's address separated from it by a space. (If you are writing a letter on paper with a letterhead the date should be written on the right-hand side of the page just above the letterhead.)
 - **In the United Kingdom and other European countries the date is usually designated in one of the following ways:**
the 17th of March, 2003; 17th March, 2003; 17 March, 2003 or 17/03/2003
 - **In the United States the name of the month is indicated before the day:**
March 17th, 2003; March 17, 2003; 03/17/2003).

Note. The date *01/06/2015* can be understood as the *1st of June, 2015* in Great Britain and the *6th of January, 2015* in the US. **If the date may be mistaken by the recipient, this variant of designation it should be avoided.**
- Type the recipient's name, title, company name and address on the left. If you know the name of the person who will be reviewing your application, write it in the first line of the address. Courtesy titles in the addresses are as follows:
 - *Mr* [ˈmɪstə] is used for a man (the unabbreviated form "*Mister*" is not used).
 - *Mrs* [ˈmɪsɪz] is used for a married woman.
 - *Miss* [mɪs] is used for an unmarried woman.
 - *Ms* [mɪz] is used for both married and unmarried women. It is advisable to use this form of address when you are unsure if the woman you are writing is married or not, or do not know which title she prefers.
 - *Messrs* [ˈmesəz] (abbreviation for French "*Messieurs*" which is never used) can be used occasionally for two or more men, e. g. *Messrs P. Swan and K. Jones*, when the company you are writing to is run by two partners, or when the company is named *Messrs Swan, Jones & Co.*
 - Other courtesy titles include academic, medical and military titles: *Professor (Prof.)*, *Doctor (Dr)*, *Captain (Capt.)*, *Major (Maj.)*, *Colonel (Col.)*, *General (Gen.)*. Note that a **full stop ("."**) is used in contractions *Prof. Smith*, *Capt. Cook*, **but is not necessary when the first and the last letter of the word is used: *Mr Jones*, *Dr Swan***, etc. However, **you may write *Mr. Jones*, *Dr. Swan***, if you like, **but this punctuation must be consistent throughout your correspondence!**
 - **Aristocratic titles** *Sir*, *Dame*, *Lord* and *Lady* mean that the addressee is a knight (noble person), and they **should always be followed by the first name: *Sir Edward Trelony*** (but never *Sir E. Trelony* or *Sir Trelony*).
(Do not confuse it with a regular salutation "*Dear Sir*".)
If you don't know the name of the person you are sending the letter to, you can use their jobs, e. g. *The Hiring Manager*, *The Finance Director*, or just the name of the department *The Accounts Department*, *The Radiology Department*.
Always address the editor by name, if the name is known.
- A few lines after the heading, begin your letter with a formal greeting.
 - Open the letter with a salutation that addresses the manager (or another person who will be considering your cover letter) by name, such as "*Dear Dr Swan*" (or "*Dear Ms Swan*").
 - If you do not have a specific name to which you are responding, use the salutation "*Dear Sir or Madam*" or "*To Whom it May Concern*".
A comma after the greeting is optional:

Dear Mr Smith

Dear Mr Smith,

In American English the salutation is usually followed by a colon:

Dear Mr Smith:

- At the beginning of the letter you may write a subject title directly after the salutation.

The subject title may be omitted. However, you can use it if you want to draw attention to the topic of your letter immediately. In general, the subject title saves efforts for introducing the topic in the first paragraph, and allows the writer to refer to it throughout.

It is not obligatory to write the word “*Re:*” (which means “*with regard to*”):

Re: Application for the post of an ophthalmologist

Application for the post of an ophthalmologist

Writing the Introduction

- The first paragraph following the greeting should be short and to the point. Tell the reader which area of the medical profession your career is focused. Explain who you are (e. g. a physician, a dentist or a medical student) and what position in the medical office you are applying for.

- You may briefly mention how you have heard about the opening. This is your opportunity to state whether someone has referred you to this job.

For example: “*I would like to apply for the position of Dental Laboratory Technician in your medical company. I learned about this opening from your colleague maxillofacial surgeon Dr Mikhail Morozov at the IV Congress of Dentists on September 23, 2014.*”

Writing the Main Body

- The body of the letter which may consist of one or two paragraphs should deal with your experience in the medical field.

Include four to six main points about your education and your experience that you feel best shows that you are a good candidate for the job opening.

- List your impressive skills and qualifications. Whatever position you are applying for, you will need to show that you are qualified, trained and experienced in that area.
 - If you are still in medical school or training, state your progress and projected date of graduation.
 - If you are a medical specialist detail your education and the period of residency, make an account of specific achievements in your medical career to demonstrate your abilities, your current position or degree level (especially if you have expertise in a certain area). You should also include any awards you have received or milestones you have reached in your career. List your relevant certifications. Highlight clinical and administrative medical assisting jobs where you worked directly with physicians, nurses and other medical personnel. Specify your responsibilities. Focus on your medical skills that relate to the specific position you are applying for (for example, giving injections and filling in patients’ temperature charts for a nursing position).
 - If you lack medical experience add important career skills from other career fields if they are relevant to the job you are applying for. (For example, working as a secretary answering phone calls and keeping records of the clients’ appointments can be helpful if you would like to work as a receptionist in a clinic.)

- As far as in the medical profession you’re expected to be dedicated and focused on your career and on patient care, besides your professional qualifications you should include a few personal statements as well. Make a remark about your passion for a specific area of medicine.

Write a paragraph about why you want the position. This gives the employer a quick overview of your

standout qualities, specific accomplishment and advantages you can bring to the medical organization.

- Specify in the letter that you have enclosed your resume and certificates needed.

Writing the Closing/Conclusion

- Write the closing. Choose and include one or two statements that leave the reader with a positive impression. Finish your letter with a firm conclusion about your ability to perform the job.
 - Close the letter with a call to action. Request for an interview and offer to meet with the employer over the phone or in person at their earliest convenience. Let the hiring manager know when you will be available to meet and discuss the position further. Clarify how and when they can contact you to arrange for a discussion or interview. Indicate the best way to reach you for an interview (by phone or by email). Make sure you contact information is listed correctly, including name, address, phone number and email address.
 - Thank the recipient for considering your application, for their time and consideration.
 - Use a formal professional closing:
 - **If the letter begins with a personal name**, e. g. “*Dear Dr Swan*” or “*Dear Ms Johnson*”,
the complimentary closure should be “*Yours sincerely*”.
 - **If you have used the salutation “*Dear Sir*”, “*Dear Madam*”, “*Dear Sir or Madam*”, or “*To Whom it May Concern*”, the closure should be “*Yours faithfully*”.**
 - A letter to somebody you know well may close with the informal phrase “*Best wishes*”.
 - The phrase “*Yours truly*” or “*Truly yours*” is not typical for British business correspondence, but Americans tend to use it both in formal and informal letters.
- A comma after the closing is optional:**
Yours sincerely
Yours sincerely,
- However, be consistent with this punctuation throughout your correspondence!
- **Leave three empty lines and type your name** and possibly title (you may mention your email address here as well if it wasn’t mentioned in the header).
 - Remember that **your handwritten signature should be put down in the space before your printed name**. You should personally sign the letter in black or blue ink.
 - If you have enclosed additional documents, mention them at the end of the letter under a separate heading. Follow the same order as attached.

- **The cover letter written by you is a document which should be a testimony to your professionalism. Therefore, the language used should be carefully worded.**
- **Keep the information short and precise.** Mind that personnel managers may discard cover letters which are over a page long without giving it proper consideration if they don’t contain information of paramount importance! Therefore, concentrate on 3–4 major facts about your experience rather than describe all your biography in detail.
- **Always thoroughly revise your all your documents and check for any errors.**



Practical Task 1

Read Sample Cover Letter 1 and answer the questions:

- 1) What is the sender's name?
 - 2) What are the recipient's name and title?
 - 3) Where is the sender's address written?
 - 4) What personal contact details (e-mail, fax number, telephone number, cell phone number) did the sender mention?
 - 5) Is the phone number indicated in the local or international format? (For comparison see Cover Letter 3 on page 34.)
 - 6) What is the recipient's address: street number, city and state zip code?
 - 7) What is the name of the organization the recipient works at?
 - 8) Where is the date located?
 - 9) What is the subject title of the letter?
 - 10) What documents have been attached to the cover letter?
 - 10) Where is the sender's personal signature written?
- 11) Which structural elements of this letter are optional and may be omitted?

COVER LETTER 1

Martha Jacobson

626 Cherry Street
Atlanta, Georgia 31465
Tel.: + 1 912 755 08 21
medwin.mj@hotmail.com

7th July, 2010

Dr. J. Swan
Vice President
State Department of Medical Research
Sagebrush Medical Center
1105 Fitzgerald St.
Richmond, OR 97618

Dear Dr. Swan:

RE: Application for Research Associate

As per your discussion with Dr. Lawrenson, Senior Research Consultant in your team, I am forwarding my resume for your perusal. Please find it attached along with other supportive documents.

As you may already be aware that I have 2 years of experience working in the field of research, I would like to share some more details through this letter. My recent research project was with Johnson Organic Company, in the field of Bio-mechanics for prosthetic heart valves. It gave me considerable experience of working in various aspects of research, such as planning, organizing, controlling and evaluation.

I have completed my Master's Degree course in Bio-engineering at the National Institute of Research and Technology. I have also taken part as a volunteer in several other research works as well. I am sure, with my in-depth knowledge and expertise, I would be able to perform to your satisfaction, and help achieve research objectives. I have developed analytical and logical reasoning skills which can be helpful in evaluating the results and taking corrective measures.

I believe in team work and always try to motivate others. If required, I can effectively work independently and take critical decisive steps. I am sure, together we can make an effective team and achieve organizational goals.

Waiting eagerly for a favorable reply and being part of your team.

Yours sincerely,

Martha Jacobson

Enclosures:

1. Resume
2. Experience letter
3. Previous project works



Practical task 2

Copy sample cover letter 2 arranging the paragraphs in the necessary order.

COVER LETTER 2

A.

RE: Application for Psychiatrist opening

B.

Dr. Jennifer Lark
St. Magdalene's Hospital
2534 High Street
Detroit, MI 48235

C.

Mary Smith
11 Point Plaza, Apt. 2
Niagara Falls, NY 14303
Mob: +1-716-288-66-77
Email: marysmith79@hotmail.com

D.

I hope with my extensive work experience and effective team handling abilities I could be a good candidate for the vacancy in your organization.

E.

Mary Smith

F.

My work experience portfolio includes a comprehensive list of reputed healthcare providers ranging from full-fledged in-patient hospitals to out-patient centers, and NGO run facilities. In my career of 8 years, I have

successfully helped around 12000 patients. My exposure in diverse sectors has given me enormous opportunities to learn and develop as a professional.

G.

From my resume, you will find that I have 8 years of experience, supported by a Master's degree in Psychiatry California University. During my tenure with the reputed healthcare providers, I have effectively handled facilities with 45–50 bed capacity.

H.

Yours sincerely,

I.

Dear Dr. Lark,

J.

(Personal signature)

K.

Thank you for your time and consideration.

L.

Looking forward to meeting you in person.

M.

This is with regards to your conversation with Mr. James Simon, Director, Psychiatric Ward of your hospital, that I am mailing my resume for your perusal. Please find it enclosed along with.

N.

28th August, 2013



Practical task 3

Read Sample Cover Letters 3–10 and write out some useful expressions for the introduction, main body and closing which you could use in a cover letter of your own.

COVER LETTER 3

Anna Rogers
Sunny Valley
2667 7th Street
Traverse City, MI 49684
E-mail: anna.rogers@yahoo.com
Phone: (616) 723-2332

23d May 2011

Dr. William Green
St. Mary's Hospital
2534 High Street
Chicago, MI 47235

Dear. Dr. Green:

My name is Anna Rogers, and I wish to apply for the position of a Medical Assistant as advertised in the *Medical Journal*, dated 30th April, 2011. Reading the advertisement and the requirements put forth by you, I believe that I fulfill the requirements for this profile.

I am a Certified Medical Assistant with 3.5 years of experience. I graduated from Illinois College of Medicine in the year 2009, and have been working for Dr. J. Mill's Family Clinic since then. Working under his immediate guidance allowed me to learn to successfully cope with administrative and medical tasks and to assure that the patients get a healthy and stress free environment. I assisted many doctors in his clinic, and have never disappointed anyone in my work tenure.

I have also handled many insurance claim cases, maintained all the records effectively and am good at interpersonal communication. My eagerness to learn and motivation to succeed should well serve to complement your staff.

I can join within a week, and would really appreciate if you set some time aside, to meet me and discuss the ways I can bring an immediate benefit to your hospital.

Please let me know as per your convenience. Thanking you in anticipation.

Sincerely,

Anna Rogers

COVER LETTER 4

Katherine Sviridenko

117 Park Lane
Lake Stevens, WA 98101
+1 206 314 1998
Kathy_sv@yahoo.com

08/31/2012

Dr. M. Gain
The Research Coordinator
Wallace Health Care Facility
2226 Main Street
Detroit, MI 48234

Dear Dr. Gain:

Application for the post of Junior Research Scientist

I am writing this letter to submit my candidature for the position of Junior Research Scientist with your Research Center as advertised in the official newsletter, with ref. no. 03/2707/JRS-01. I have enclosed my resume along with other necessary documents, as required.

Through this letter I would like to take the opportunity to introduce my candidature. I have completed my Master's Degree in Bio-Technology from the National University of Science and Technology, Boston, NY. Taking part in many research projects conducted by the department throughout the year has given me considerable exposure towards various aspects of research experiments.

I have personally conducted minor research projects as part of the educational curriculum. I am sure, with my knowledge and manual experience, I will be able to contribute effectively in research works undertaken at your organization.

I am eager to join your Research Center for the comprehensive experience I can get while working on various projects covering the entire spectrum of bio-research. Working under your guidance as part of your team, I could utilize my skills and knowledge in the best possible ways to improve patient care.

I am enthusiastic about working with your highly qualified staff in a performance oriented environment, where I could apply my previous experience in Bio-Technology investigations. I hope my ability of critical analysis and logical reasoning will be helpful in finding solutions when faced with obstacles.

Looking forward to working with your team and attaining together the organizational goals.

Yours sincerely,

Katherine Sviridenko

COVER LETTER 5

Paul White
616 Lincoln Street
Malverne, NY 10005
Email: whitel@yahoo.com
Phone: +1 212 114 44 30
Fax: +1 212 114 44 30

16 September, 2010

Dr. Jane Black
St. John's Hospital
101 Jackson Blvd,
Chicago, MI 48247

Dear Dr. Black,

Application for Medical Assistant

I am writing to ask if you might have a vacancy for Medical Assistant in the Pediatric Ward of your hospital.

I am a Certified Medical Assistant, and despite being a fresher I have a keen interest in this field. The desire to serve the humanity and the love of children made me opt for a Pediatric course. I realize how difficult it becomes for the parents to see their child in pain or grief, and strongly sympathize with them. I enjoy working with children and try to help patients in all possible ways.

I assure that my qualification, caring and helping nature, and polite behavior will never let you down, and always ensure that the children get the right treatment without any trouble. Having a strong initiative in decision making and assumptions of responsibilities, I am prepared to play an integral part in the atmosphere where I can apply my creative and innovative talents.

I am fluent in communicating in four local languages, Spanish, and English, therefore I can assist and communicate with doctors or patients in their mother tongues.

I am dedicated to providing the highest quality of service and welcome the opportunity to discuss the ways in which I can excel in a position as Medical Assistant within your healthcare facility.

Sincerely,

Paul White

COVER LETTER 6

Andrew Scott
4350 Deep Valley Road
Starlight, PA 19042
Tel: +1-215-923-6677

23 February, 2006

Mr. Simon S. Clark
General Manager
AmDent Ltd.
402 Washington St.
Atlanta, GA 30321

Dear Mr. Clark:

I am writing with reference to your advertisement in the local *Employment News Magazine* of 17 February, 2006 for a senior dentist.

After going through the job description provided by you, I find my skills suiting to the desired job profile. I hope that my credentials and interests can match with your requirement and I would be able to meet your expectations.

With an experience of more than 5 years as a dentist, and working with some of the renowned clinics in the state, I have developed professional and leadership skills to successfully lead a team of dentists and provide the best of dental care services.

I have all the necessary licenses and qualifications as per the state laws, to practice in

the state. My knowledge of the advanced equipment and treatment processes, would be helpful in ensuring that patients receive the best attainable services at your clinic.

I would be happy to discuss with you at interview how my skills and experience could be used to your advantage.

Thank you for the time and consideration. Waiting in anticipation for a favorable reply.

Sincerely,

Andrew Scott, MD

Enclosures:

- Resume
- Copy of the Diploma
- 2 Reference Letters

COVER LETTER 7

Joseph Smith
146 Peach Street, Apt. 37
Scranton, PA 17314
Tel: +1 216 577 7888

Date: March 17, 2003

Ms. Rebecca Snowdon
Senior Doctor
Snowdon & Snowdon Dental Center
Scranton, PA 17353

Dear Ms. Snowdon:

This is with reference to your advertisement in the local paper *Medicine Today* dated February 28, 2003, for the post of Dental Assistant with your dental center. I would like to express my sincere desire to be part of your team. I am presenting my candidature for your consideration, and have enclosed the resume for review

and further scrutiny.

You will note that I have recently completed my Bachelor in Dental Surgery (BDS) Degree, and worked for 1 year as a trainee at Starlight Dental Care Center. I have all the required licenses to practice in Pennsylvania. I am sure with my experience, and obtained skill-sets, I would be able to perform my duties efficiently as a dental assistant.

I am committed towards organizational growth with equal opportunities for personal development. I am sure that with I will, through my persistent efforts, meet mutual objectives and feel confident that my experience and skills can be used to the advantage of your facility.

I would appreciate if you gave me an opportunity to meet you in person, and discuss the job profile in detail. Please let me know if there are any other details you need.

Thanking you for your time and consideration, and in anticipation of a favorable reply.

Yours sincerely,

Joseph Smith

COVER LETTER 8

Darren Sewton
303 Oak Grove Rd
Toronto B1X 3W5
CANADA
young.newt@gmail.com
Contact Number: +1 416 770 3526

09/16/2010

Prof. Peter I. Rabbit
Center for Disesase Control

Boston, NY 12345
USA

Dear Prof. Rabbit:

Re: Application for Senior Pharmacist position

I would like to apply for the position of senior pharmacist at your Center for Disease Control. Recently I came across an advertisement in the *Medical Herald*, dated 2nd August 2010, for the post of a senior pharmacist in your well-established medical center.

Your job opening is similar to my career interests and it strongly matches with my educational background and technical skills. I have done my graduation in Pharmacy and Medication from Toronto University. I have also completed my Diploma in Pharmaceutical Calculations and have a Grade III certificate in Hospital Pharmacy Operations. You can find these documents and my resume enclosed with this application.

I have four years of experience in the pharmaceutical field. Basically, my functions include consultation on drugs with the medical staff, supervising, distributing, controlling and procuring the medical stock.

In my previous job I worked as a junior pharmacist at Toronto General Hospital. My experience with this Hospital enhanced my accuracy, attention and productivity towards my work.

As a pharmacy technician I have achieved high grades on prescriptions filling, medication measurements as well as for the insurance information.

I believe that my educational qualifications, work experience and extra credentials could make me an asset to your organization.

I would appreciate if you considered my application for this vacancy. Please contact me at the above mentioned phone number or e-mail address as per your convenience.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Darren Sewton

Encl:

- Resume
- [2 Reference Letters](#)
- Educational Credentials
- Additional Certificates
- Identity Proof
- Project Summary Report

COVER LETTER 9

Ivan Smirnov

83/7 Dzerzhinski Ave, Room 36

Minsk, 220116, Belarus

Tel. # +375 17 2719999

E-mail: ivasmir105@gmail.com

May 10, 1999

Personnel Manager

Rainier Healthcare Center

10 Forest Grove

Binghamton, NY 10303

Dear Sir/Madam,

I would like to express my interest in the position of Doctor's Assistant for your company as a recent medical school graduate with nursing experience.

In your Internet advertisement it is specified that you are looking for someone with strong interpersonal skills. I believe I'm a suitable candidate for this position.

Majoring in Cardiology at the University and working as an intern at the Emergency Hospital (part time) I have become a skilled specialist in the field of cardiovascular diseases management. I'm familiar with the duties of the ward doctor as well as those of the surgeon and I believe I am prepared to anticipate and meet all your expectations.

Through my college career I have gained valuable insight into the task of working effectively while maintaining quality relations and interfacing regularly with a diverse staff and a variety of professional. I am confident that my practical experience and eagerness to work in the field of cardiology can be used to the advantage of your department.

I look forward to the opportunity to talk with you in person about the contribution I can make to your hospital. If there is any further information you require in the meantime, please let me know.

Thank you so much for your time and consideration.

Yours faithfully,

Ivan Smirnov

COVER LETTER 10

Dr. Anna Boguslavskaya

15 Fizkulturnaya St., Apt. 199

Minsk 220028

BELARUS

Tel.: +375 17 223 00 00

30 September, 2010

Personnel Officer

Cromwell Hospital

174 South Kensington Road

London SW5 0TU

UNITED KINGDOM

Tel.: + 44 20 7460 5700

Dear Sir/ Madam:

I would like to apply for the vacancy of a hematologist at your clinic advertised

in *The Daily Telegraph* on September 23.

Being a Belarusian State Medical University graduate with seven years' work experience at the Republican Scientific and Practical Center of Oncology, Hematology and Immunology in Borovlyany (Minsk Region, Belarus) I believe I'd be a strong candidate for the position advertised.

As a children's hematologist for the largest Oncology, Hematology and Immunology Medical Center in Belarus I have become a skilled specialist in hematological diseases. I hope my practical experience and eagerness to work can be beneficial to your outstanding hospital.

In your advertisement it is specified that you are looking for a candidate with good communication skills. As soon as I have studied English for 18 years and am fluent in Polish, I could efficiently work with both British and overseas patients whose first language is Russian, Belarusian, Polish or Ukrainian.

I would be happy to start my career with your company and I am confident I could be a beneficial addition to your staff.

Thank you very much for your time and consideration. Looking forward to a positive reply.

Yours faithfully,

Dr. Anna Boguslavskaya, PhD

Hematologist



Practical Task 4.

You would like to apply for a Master's Degree course in medicine at Hannover University (Germany).

Write a cover letter to submit your documents.

PART 3

REFERENCE LETTERS

Another very important document which can state your academic and working potential, your previous achievements and accomplishments is a reference letter (also known as a “recommendation letter”).

Letters of recommendation are one of the few components of an application that are submitted by an objective third party. They provide important insight into an applicant’s professional abilities and characteristics.

Reference letters may be used in a wide variety of situations:

- When a candidate applies for a job, they may need a reference to support their application.
- If an interviewee is given a job offer, they may need to supply a reference letter before the contract can be signed.
- A student applying for an academic course often requires a reference letter to support their application.
- A student applying for funding will often need to supply reference letters.
- Companies may use reference letters as testimonies to their trustworthiness and ability to carry out a job well.
- Prospective tenants may need to provide their landlord with a reference letter, testifying to their good financial status. (This could be from a prior landlord or from a current employer.)

Usually candidates for a position are required to send three recommendation letters (ideally, two from professionals as opposed to professors, and one from a current, direct supervisor).

It’s important to find people who can provide true insight into your professional accomplishments and potential to be a future leader. Your recommender may be anyone (a current/former supervisor, a former professor, etc.) who is able to comment on your personal qualities, career potential, and potential to succeed in research work. The recommenders should know you personally and be familiar with your work history, credentials, and career aspirations.

The letters of recommendation should be professional in nature. Therefore, let us have a closer look at the peculiarities of recommendation letter style.

The following guidelines can be helpful to the teachers, supervisors or anyone else who may be asked to write a reference letter.

How to Write a Reference Letter

If YOU (as a teacher, a scientific supervisor, a doctor in charge, an employer) have been asked to write a recommendation letter for your acquaintance (a former student or an employee) you should take into account the following guidelines.

The candidate should be someone you know reasonably well. For example, you cannot provide any authoritative comment on the academic ability of a student who’s only been attending your lectures for 10 weeks.

You should know the candidate in a capacity which gives you the ability to write a meaningful reference. For example, if you have worked with the person, it would be appropriate for you to write a reference letter to a prospective employer for them.

A reference letter is usually written to testify to a person’s or a company’s skills, character and/or achievements. It is a formal document, and should be typed and written in a serious and business-like style. It is important that you do not lie or conceal the truth in it, otherwise it may lead to legal repercussions.

You should try to focus on the areas which will give the recipient (a future professor or employer) the most useful information possible about the candidate.

The Structure of a Reference Letter

The structure of a reference letter may differ depending on the type of reference, but you may follow the basic guidelines.

1. Start using the [business letter format](#) described in the previous chapter: put the recipient's name and address, if known, and address them as "Dear [name]". If the recipient is currently unknown (this would be likely on an academic application, for instance), then use "Dear Sir/Madam" or "To whom it may concern".

2. Introduce yourself, write a sentence or two to explain your position and your relationship to the candidate.

3. Your next paragraph should confirm the facts which the candidate will be supplying along with your letter.

For example, if you are writing a reference for a job applicant, you can list such details as the person's job title, the period when he/she was employed, and his/her role within your hospital or medical company. If you are writing a reference letter for an academic course, you may confirm the candidate's academic grades.

4. In your third paragraph, you should provide your judgement upon the candidate's skills and qualities.

Explain in what respect this person is exceptional to others you have known with a similar background. List the applicant's exceptional qualities and skills, especially those that are related to the applicant's field of interest or job search, refer to the requester's interaction with others, etc.

5. Be careful with the choice of words! **Avoid adjectives and adverbs that carry a mediocre connotation** such as: *nice, good, fair, fairly, adequate, reasonable, decent, and satisfactory*. **The positive adjectives you can use are** *honest, effective, efficient, sophisticated, intelligent, observant, expressive, creative, cooperative, imaginative, dependable, reliable, mature, and innovative*. You can emphasize the candidate's strengths by describing his/her:

competency in a specific field

self-confidence

prior experience

a high energy level

academic or other achievements

*the potential ability to lead and work
in a team*

appropriate vocational skills

leadership qualities

competitiveness

ability to handle conflicts

willingness to accept responsibility

organizational skills

reliability

ability to communicate

a high level of commitment

interpersonal skills

goal achievement

empathy

initiative

flexibility.

the ability to be a self-starter

intelligence

sound judgment

analytical ability

attention to detail

a divergent, abstract thinking style

imagination

6. Use the fourth paragraph to give a couple of specific examples showing how and where the candidate excelled and mention the candidate's extra-curricular projects they've been involved in. Do not use undue praise because it can be viewed as biased or insincere.

7. Close your letter on a positive note. If relevant, you may state that the candidate's contributions to your university class were highly valued (of a student), or that you would gladly re-employ the candidate (of an employee).

8. If you are willing to receive further correspondence about the candidate's application, make this clear and include your contact details.

9. As with any business letter, you should end it appropriately:

"*Yours sincerely*" when you are writing to a named recipient;

"*Yours faithfully*" when you do not know who will be receiving the letter.

SAMPLE REFERENCE LETTER 1A (A POSITIVE REFERENCE LETTER)

(Your Name)

(Your Address)

(Name of the Receptient)

(Date)

(The Name of the Company)

(The Address of the Company)

Dear Sir or Madam:

First Sample Paragraph

I am writing this letter as a personal recommendation letter for Mr. John Smith.

Main Para-Professional Recommendation

I confirm that I have known John Smith in a professional capacity as his supervisor in general dental practice for over 2 years. I have always found him to be a hard-working, reliable and dedicated co-worker and a good team player. Working in my dental office John often took the initiative to get the things started and I always praised the assignments he completed.

Main Body Para-Personal Recommendation

I have also known John in a social capacity for over 3 years and at all times I have found him to be a purposeful, honest, courteous and helpful individual. He is the sort of person who are able to assume full responsibility and to recognize that excellence is a journey, not a destination.

I highly recommend John Smith for whatever position he may decide to take up next. He is the type of employee that everyone would be delighted to deal with.

Closing Sample Paragraphs

I hope that the information provided will be of assistance to you. I will be happy to provide further information about John Smith if required. Please do not hesitate to contact me at (*Your phone number*).

Yours faithfully,

(Your handwritten signature)

(Your Name)

(Your Title)

And finally, here are a few additional tips.

Always keep in mind that this letter is highly important to the candidate, and you should take care to make it look professional.

As you know, the appearance of the letter may even determine if it will be read or not.

The letter of reference represents both you and the applicant, that's why:

- Avoid writing in an informal manner: keep the letter business-like! Jokes, slang and casual language are not appropriate in business style and may harm the candidate's chances.

- Type and print your letter on good quality ink-jet paper. Avoid spelling mistakes, sloppy writing or typos as well. **Proofread your letter** before you mail it!

- Avoid including personal information not relevant to the application: do not mention the candidate's marital status, age, health, race, political views, religion unless it is absolutely necessary.

- Don't be too brief, but make every word count.

- Do not mention any weaknesses the candidate has, or say anything that could libel them.

If someone wants to get a reference letter from you, you should be able to provide an honest and positive reference.

- **If you truly feel that the candidate has no good qualities for you to emphasise**, or if you have had a personality clash with them in the past, and you can't write a positive letter of reference, **you should** diplomatically decline when you are first approached and **tell the candidate to seek a recommendation from someone else.**

- **If you do have to give a negative reference, try to be diplomatic and careful when choosing the wording!**

SAMPLE REFERENCE LETTER 1B (A NEGATIVE REFERENCE LETTER)

(Your Name and Address)

(Date)

(The Name and Address of the Company)

To Whom it May Concern:

Olga Ivanova reported to me for two years while working as a Customer Service Associate at NicePharm Corporation (Brest, Belarus). She did a capable job in some areas, however, with other facets of her position, especially customer relations, retraining and supervision were required.

Ms. Ivanova's services were no long needed by our company, though we wish her well in all her future endeavors.

If I can provide you with any further information, please contact me at (111) 111-11111.

Yours faithfully,
(Your handwritten signature)
(Your name)



Practical task 1

Consider sample reference letters 3–10. Pay attention to the language of the recommendation letters. Write out the expressions that might be useful for your correspondence.

REFERENCE LETTER 2

John Thomas

Dentax Toothpaste Production Ltd.

666 Mountain Drive

Billings, MT 59108

Phone: +1 406 888 8888

Email: j_simps2009@hotmail.com

Oct. 28, 2014

Washington University

1026 Jefferson Lane

Seattle, WA 98101

To Whom It May Concern:

This letter is to serve as my formal recommendation for Alexander Pirogov. Alexander has been my direct assistant for four years. He has been interested in obtaining a BDS degree for some time now and I feel that he would be an excellent candidate for your esteemed program.

While working for our company Alexander has demonstrated a strong motivation and dedication to success. His efforts have consistently produced high quality results. Last year Alexander developed and successfully implemented a plan to streamline our toothpaste production department. The plan was a major undertaking, requiring a great deal of thought and effort on Alexander's behalf.

Being my assistant Alexander is always of great help, and many of his co-workers seek his advice and support. He has good organizational skills and is quite comfortable in an unofficial leading role.

For these reasons, I highly recommend Alexander Pirogov as a candidate for your BDS program. If you have any questions regarding Alexander or this recommendation, please contact me at the above mentioned telephone or address.

Sincerely,

John Thomas

Operations Manager

John Simpson
Simpson's MedicAid
235 Hemingway St.
Cleveland, MI 48237
Phone: +1 800 145 55 55
Email: j_simps2009@hotmail.com

Sept. 20, 2014

Charlevoix General Hospital
436 Fitzgerald St.
Charlevoix, MI 48356

To Whom It May Concern:

I highly recommend Ann Smith as a candidate for employment. Ann was employed by *Simpson's MedicAid* as a receptionist from 1999 to 2010. She was responsible for reception work including answering phone calls, scheduling appointments, questioning newly admitted patients and filling out their documentation, keeping patients' case records and processing computer data, mailing letters.

Ann was quick to volunteer to assist in other areas of company operations such as creating health information brochures for patients and designing the interior of the waiting room.

Ann is well-organized, reliable, able to meet deadlines and to follow through to ensure that the job gets done. She is flexible and willing to work on any assignment given to her. In addition, she has excellent communication skills necessary to work with the patients.

Ann Smith would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to call me.

Yours faithfully,

John Simpson
Executive Director

Prof. A. B. Ivanova

Ophthalmology Department

Minsk Municipal Clinic # 3,

3 Ulyanovskaya Str., Room 105

Minsk, Belarus 220001

Office tel.#: +375 17 232 22 22

18 October, 2010

To Whom It May Concern:

This reference letter is provided at the request of Valentina Zelenova, who has asked me to serve as a reference on her behalf. I work at the Ophthalmological Department of Minsk Municipal Clinic # 3, and educate students at Belarusian State Medical University.

Valentina Zelenova has carried out scientific research under my supervision and I highly recommend her as a candidate for employment. Valentina has excellent communication skills and is able to work well both independently and in a team. She is highly organized, reliable and hardworking which is important for carrying on research work in the medical sphere.

In addition, Valentina is a very self-motivated person ready to cope with difficulties and not afraid of making mistakes. She is open-minded and capable of taking reasonable risks when the problem seems insoluble. Valentina is willing to work at any project assigned to her and I am sure she could be a tremendous asset for your company.

If you have any further questions with regard to Valentina Zelenova's background or qualifications, please do not hesitate to contact me at the above mentioned address or phone number.

Yours faithfully,

A. B. Ivanova, PhD

Head Physician

REFERENCE LETTER 5

Professor O. B. Pavlov

Intensive Care Department

Municipal Clinical Hospital #6,

42 Golubev Str., Apt. 229

Minsk 220116

BELARUS

Office tel. #: +375 17 2725566

22 April, 2015

The Head of Anesthesiology Dpartment

Medical University of Bialystok

Jana Kilinskiego 1

Bialystok 15-001

POLAND

Office tel. #: +48 85 748 54 00

Dear Sir/ Madam:

It is a genuine pleasure and honor for me to recommend Anna Sviridova to participate in the conference at your highly reputed University.

I have known Anna since 2012 when she began working on the problems of respiratory support under my supervision. While working at the Intensive Care Department as a laboratory assistant she was responsible for checking medical cards, assessing the life quality of patients with Respiratory Distress Syndrome.

While working as part of our hospital staff Anna proved to have good abilities to communicate both with patients and colleagues and has always been the leader of the team.

Anna is a reliable and flexible student who is able not only to identify, organize and communicate but also adopt a problem solving approach. She is more interested in the causes that created the situation than in its effects. Anna has the capacity and desire to continue to learn and uses failure as an opportunity.

Anna has the ability to explain difficult things in a simple way since she is a logical person and can reason clearly. Based upon Anna's academic performance, I believe that she would present an interesting report at the conference.

Yours faithfully,

Prof. O. B. Pavlov, PhD

REFERENCE LETTER 6

Professor Oleg B. Pavlov

Anesthesiology Department

Municipal Clinical Hospital #6

42 Golubev Str., Apt. 229

Minsk 220116

BELARUS

Office tel. #: +375 17 2725566

17 November, 2014

Dr. Lukasz Majewski

Head of Intensive Care Department

Municipal Hospital #2

10 Krakow Str.

Bialystok 15-950

POLAND

Office tel. #: +48 85 745 55 22

Dear Dr. Majewski:

With the great pleasure and enthusiasm I am writing to recommend Anna Sviridova to your clinic for the position of Anesthesiologist. I think that you will see that her interests mesh nicely with those of your clinic's research work.

During the time I have known Anna Sviridova, she has proved to be a persistent, energetic, inquisitive person in the field of scientific research. She is not afraid of applying experimentally obtained results to a new situation. I am sure she has the capacity and desire to continue to learn and constantly improve her skills in order to achieve her career goal and to become a qualified specialist.

I would also like to emphasize Anna's good interpersonal skills and her ability to be leader of the team. She is able to prioritize workflow and resolve problems to ensure the efficiency and accuracy of department operations.

Since your clinical center needs qualified specialists, who are familiar with new drugs and other achievements in Anesthesiology and Intensive Care, I am confident Anna will meet all your requirements.

I hope you will give her a chance of proving this during the interview.

Yours sincerely,

Oleg B. Pavlov, PhD

Professor of Anesthesiology

REFERENCE LETTER 7

Professor L. A. Dubkova

Municipal Clinical Hospital # 6

52 Masherov Av., Apt. 20

Minsk 220123

BELARUS

Office tel.: +375 17 3452345

May 23, 2014

To Whom It May Concern

It is my immense pleasure to recommend Olga Kovalyova, one of my best employees to the position of Nurse. I'm the Head Physician of the hospital where she has been working for three years. She has brought in a lot of interesting ideas, recent trends in her practice and in hospital life in general.

Her deep knowledge of the subject allows her to deal with difficult cases successfully. Due to

the fact that Olga has participated in scientific work before, she has been introducing the latest methods of diagnosis and treatment in practice.

I would like to mark her individual approach to every patient as well as high ethics observance. I like her being patient and goal-oriented. She never gives up and makes all efforts to achieve positive results.

Olga is organized, responsible, trainable, cross-culturally communicative, and having strong interpersonal skills. She works with inspiration and refers her work not to duty but to an integral part of her life.

These features make Olga Kovalyova a valuable employee. I'm sure you appreciate her diligence, creative approach to work, compassion on patients, sincerity and cheerful mood.

Sincerely,

Ludmila Dubkova, PhD

Head Physician

REFERENCE LETTER 8

Professor E. V. Nikitina

Municipal Clinical Hospital #6,

25 Lermontov Str., Apt. 35

Minsk 220036

BELARUS

Office tel.: +375 17 153 20 59

May 25, 2014

To Whom It May Concern

This reference letter is provided at the request of Olga Kovalyova. I was her scientific supervisor for three years. Because of her inspired interest and thirst for knowledge in Obstetrics she actively and very successfully participated in scientific work as a student.

Olga has a remarkable grasp of the subject. She never stops at present achievements and always strives to extend her knowledge. It should be mentioned that it comes easy for her because she is quick on the uptake. She has an ability to make use of all fund of knowledge she has received before.

Olga carries out all her duties with competence. It is nice that she is able to work independently as well as be a team player. She is quick thinking which helps in critical situations. Her ability to take risks when the problems seem to be unsolvable allows her to achieve better results.

Olga is a very responsible person. She always keeps her word and she is the person you can rely on.

I was pleasantly surprised to find Olga an honest, open-minded and compassionate person. Her emotional response is stable and not affected by mood swings.

I would also like to accentuate Olga's creativity. She always has a lot of new ideas and looks for alternatives.

In general, a combination of deep knowledge, responsibility, strong interpersonal skills and compassion makes her a worthwhile employee.

Sincerely,

Prof. E. V. Nikitina, PhD

Consulting Physician

REFERENCE LETTER 9

Prof. Inna V. Somova

Ophthalmology Department

Minsk Municipal Clinic #10

73 Uborevicha St.

Minsk 220096

BELARUS

Office tel.#:+375 017 2521135

April 28, 2013

To Whom It May Concern

This reference letter is provided at the request of Alina Borovaya, who has asked me to serve as a reference on her behalf and recommend her to participate in the International Conference of Young Doctors. I work at the Ophthalmological Department of Minsk Municipal Clinic # 10, and part time at Belarusian State Medical University as a professor of Ophthalmology.

I have known Alina for two years as her supervisor in her scientific work. I have had an opportunity to observe her interaction with patients in the clinic as well as her behaviour with her fellow students and teachers. The student's performance in the subject is excellent which is evidenced by her grades.

Alina is able to adopt a problem solving approach. She is willing to accept responsibility and is observant.

As a researcher Alina has proved to be able to collect, correlate and analyze the necessary data and report them in an interesting and accessible form. Her reports are laconic and emotional and the content corresponds to the modern scientific approach.

I am sure she would be a necessary contributor to the Conference and has my highest

recommendations.

If you have any further questions with regard to her background or qualification, please do not hesitate to call me.

Yours faithfully,

Prof. Inna V. Somova, PhD
Professor of Ophthalmology

REFERENCE LETTER 10

Keith Howell

291 Park Lane

Everette, WA 99210

U.S.A.

Tel: +1-509-624-21-54

June 18, 2014

To Whom It May Concern:

I have known Oksana Kirilenko for more than nine years since she came to the United States as an exchange student. For this period her English skills have increased to the point that now she is fluent in all aspects of the English language. She is able to interpret any documents, to converse without errors and to speak English without noticeable accent. She was an excellent interpreter when our humanitarian team came to a number of Belarusian orphanages in 2006–2012.

My most recent contact with Oksana was in the spring of 2014. During the week of May 10–18, 2014 she was my interpreter in Minsk much of the time. She was required to interpret medical requests and questions related to patients and their needs. She accomplished this without difficulty. Within that week we met with the medical personnel (nurses, pediatricians) of three orphanages and Oksana's help was invaluable to those visits.

Oksana is an outstanding person. I am sure she will be a good physician with an excellent bedside manner. Her unquenchable quest for knowledge in medicine as well as linguistics and world culture attest to Oksana's intelligence and drive for excellence in all that she does.

I have no hesitancy in recommending Oksana Kirilenko's proficiency in every aspect of the English language.

Sincerely,

Keith Howell, M.D.

Pacific Rim Charitable Program Coordinator



Practical task 2
Practice writing reference letters.

<i>You are:</i>	<i>Write reference letters for:</i>
<i>a) a teacher of Anesthesiology;</i>	<i>a) a student;</i>
<i>b) the head doctor of a polyclinic;</i>	<i>b) a junior doctor;</i>
<i>c) a pharmacist.</i>	<i>c) a colleague.</i>

PART 4

A JOURNAL ARTICLE SUBMISSION COVER LETTER

If you want to publish the results of your original investigation in a scientific journal you will also have to write a cover letter to introduce your manuscript to the editors. It should capture the editor's attention, provide information about the novelty and importance of your findings and to convince the journal editors to consider your manuscript for publication.

You should remember that there are no unique templates for writing this type of letters. Some journals have very specific requirements for the information to be provided in the cover letter, and these are usually stated in the journal's instructions to authors. Before you begin writing, check your target journal's author instructions for any cover letter requirements, such as certain specifically worded statements. Therefore, always make sure that your cover letter contains all required information and statements described in your target journal's author instructions.

In general, every cover letter for submitting a journal article should contain the following elements:

1. An introduction stating the title of the manuscript and the journal to which you are submitting.
2. The reason why your study is important and relevant to the journal's readership or field.
3. The question your research answers.
4. Your major experimental results and overall findings.
5. The most important conclusions that can be drawn from your research.
6. A statement that the manuscript has not been published and is not under consideration for publication in any other journal
7. A statement that all authors approved the manuscript and its submission to the journal.
8. Any other details that will encourage the editor to send your manuscript for review.

It is advisable to write one or more sentences to address each of these points. But typically the letter should be just one page long.

Репозиторий БГМУ

SAMPLE COVER LETTER FOR SUBMISSION OF A JOURNAL ARTICLE

Andrey Savchuk
Head of Ophthalmology Dept.
Minsk Municipal Hospital #10
80-215 Uborevich St.
Minsk 220047
BELARUS
Tel: +375-17-247-99-99

19 February, 2015

Ms Joanne Swan
Springer Healthcare Ltd
236 Gray's Inn Road
Floor 8
London WC1X 8HB
UNITED KINGDOM

Dear Ms Swan:

I am writing to submit our manuscript entitled «The Treatment of Refractive Errors in Middle-Aged Women with a Risk of Glaucoma Using the Excimer Laser System» to be considered for publication in the British Journal of Ophthalmology.

As our findings could be applied in the clinic right away, they are likely to be of great

interest to vision scientists, researchers, clinicians, and trainees who read your journal.

This manuscript describes original work on using a potentially novel surgical technique and is not under consideration by any other journal. All the authors approved the manuscript and its submission.

Prof. Pavel Ivanov and Assistant Prof. Alexandra Sergeyeva from the Ophthalmology Department of Minsk Municipal Hospital No. 10 assisted me by providing statistics on the effects of eye surgery manipulations for Minsk and Minsk Region. Their help was greatly appreciated.

Thank you for receiving our manuscript and considering it for review. We appreciate your time and look forward to your response.

Sincerely,

Ass. Prof. Andrey Savchuk, PhD

Head of the Ophthalmology Department, BSMU

Enclosed you will find the article



Practical task

Write a sample cover letter for submission of an article following the guidelines below:

1) Type your name and return address in the right upper corner or center this information at the top of your letter. Be sure to include your e-mail address and your phone number so that the editor may contact you.

2) Skip a line and enter the date on which you deliver the report. Skip another line and enter the name, title and address of the person who will be receiving the report. Skip a line, then enter the salutation, beginning with “*Dear Mr.*”, “*Dear Ms.*” or appropriate title and recipient’s last name. Skip another line before beginning your letter.

3) In the first paragraph introduce yourself, name your current status, institution and general focus of work. Write a sentence explaining why you are writing, name the title of your manuscript and the title of the journal. Begin your letter with a statement or question that represents the essential point or findings of your journal article. Mention in the first paragraph that the report is attached (f. i., “*The report on the rates of complications after giving spinal anaesthesia to pregnant women in Brest maternity accomodations is attached herein.*”).

4) In the second paragraph cover the topic of the manuscript. Briefly state the background of the problem your research deals with. Explain why your research was needed and state the questions your research answers. Write 3–4 concise sentences that describe the topic of your work, the specific material/data covered, the theoretical orientation or approach, any special issues of methodology, and the core arguments. Explain your results, findings, and conclusions clearly and concisely (f. i., “*Section 1 studies the tendency of introducing various types of anaesthesia to pregnant women. Section 2 provides a recommended new strategy, its pros and cons. Suggestions for how to implement the strategy are provided in Section 3.*”).

5) In the third paragraph write 2–3 sentences to describe the manuscript’s contribution to the field of study and the suitability of the manuscript to this particular journal based on topic, theme, or methodological or theoretical approach, with reference to other works recently published in the journal. Reveal your enthusiasm for your article and your conviction in its worth. Explain why your article would be of interest to the predominant readers of the medical journal, for example, how your findings might help them improve the quality of academic, medical or teaching work.

6) Remember that it’s professional courtesy to include a brief mentioning of people who assisted you with the report. List these people’s names and describe their help in the following paragraph, if their names don’t appear in the article itself.

7) In the final paragraph, thank the editor for his or her time and consideration. Close your letter by offering to answer any questions the editor might have, provide your phone number and e-mail address for further contacts.

8) Finally, proofread your letter to ensure that it is flawless and devoid of spelling and editing errors.



PART 5

OTHER TYPES OF LETTERS

Besides **reference** and **cover letters** there is a great number of various other types of letters you may need to write for medical business correspondence. **These types of letters include:**

- **letters of interest**, also known as **prospecting letters** or **inquiry letters** (written to ask a question or elicit information from the recipient; f. i., these letters may be sent by job candidates to prospective employers to get more details about a specific job opening they want to apply for);
- **reservation letters** (to book some services or facilities);
- **order letters** (used to order goods or services);
- **follow-up letters** (usually sent after some type of initial communication, f. i., thanking a customer for an order, inquiring about the status of an interview or application, thanking for an invitation, etc);
- **complaint letters**;
- **adjustment letters** (or responses to a claim or complaint);
- **letters of resignation** (written when an employee plans to leave his job; a letter of resignation is usually sent to his immediate manager giving him notice and letting him know when the last day of employment will be; in many cases, the employee also will detail his reasons for leaving the company);
- **farewell letters** (to say good-bye to colleagues after resignation, or to acquaintances before moving to a different city);
- **condolence letters** (written to show sympathy for those who are in trouble or in grief after a great loss);
- **appreciation letters**, also referred to as **letters of thanks** or **thank you letters, or letters of gratitude** (letters used to thank another party for their help and to let other people know that they are appreciated).
- **congratulation letters** (sent to congratulate someone on having a baby, getting a job or a promotion, completing significant work, recovering from illness, etc) **and others.**



Practical Task 1.

Define the types of the following letters. Write out the speech clichés which might be useful in your future correspondence.

<p>1</p>	<p>Dear Mr Wild:</p> <p>I would like to offer my congratulations on your election as Chairman of our Medical Association.</p> <p>No one has done more to deserve the honour, or worked harder to promote our interests. You can count on my full support, and that of my colleagues, during your term of office.</p> <p>I wish you every success for the future.</p> <p>Yours sincerely, (Signed) Hannah Bentson</p>
<p>2</p>	<p>Dear Kate,</p> <p>I was very pleased to hear that you have been offered a position at Ophthalmology Department after graduation. You have my heartiest congratulations on graduating with honours and on your new position. These are exciting changes, and I'm sure you will meet the challenges they bring with your usual optimism and capability.</p> <p>I've always been impressed with your dedication and problem solving skills. You have done an excellent job in the sixth year, and recognition of this kind is well deserved.</p> <p>I know that doing all extra work at the scientific circle in Ophthalmology was extremely ambitious and took a lot of effort on your part. I'm sure it was worth it all and your achievements will make a positive difference in your future work.</p> <p>I wish you all the best as you move forward in your new career.</p> <p>Best regards, (Signed) Jane</p>
<p>3</p>	<p>Dear Ms. Lipnitskaya,</p> <p>Thank you very much for assisting Prof. Thomas Nilsson while he was in Minsk. I know he has already written to you expressing his gratitude but I would like to add a word of appreciation myself. The information you have provided to us will be extremely useful for the development of our postgraduate research project.</p> <p>If we can return the favour on some future occasion, please let me know.</p> <p>Yours sincerely,</p>

	<p><i>(Signed)</i> Bjorn Lundgren, PhD Student Exchange Programme Coordinator</p>
4	<p>Dear Mr./Ms. Swan,</p> <p>I have read about the Mother&Child Care training program in XXX Journal and I would like to inquire about the possibility of openings. I am interested in a career in Pediatrics and I would like to learn more about your company and available opportunities.</p> <p>I have a Bachelor of Medicine degree in Pediatrics, as well as nursing experience in Minsk maternity accomodation #2 for 3 years.</p> <p>My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, +666-666-6666.</p> <p>Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.</p> <p>Sincerely, <i>(Signed)</i> Anna Simonova</p>
5	<p>Dear Helen,</p> <p>I'd like to let you know that I am leaving my position at DentStar.</p> <p>I have enjoyed my tenure at DentStar and I appreciate having had the opportunity to work with you. Thank you for the support and encouragement you have provided me during my in this clinic.</p> <p>Even though I will miss my colleagues, clients, and the company, I am looking forward to starting a new phase of my career.</p> <p>Please keep in touch. I can be reached at my personal e-mail address (ivanna31@gmail.com) or my cell phone (+1-555-123-1234).</p> <p>Thanks again. It's been a pleasure working with you.</p> <p>Yours truly, <i>(Signed)</i> Anna Ivanova</p>

<p>6</p>	<p>Dear Olga,</p> <p>I am so sorry to hear that you have lost your job. I know how hard you worked and how much the position meant to you.</p> <p>If I can be of any help either professionally or personally, during this transition please don't hesitate to ask.</p> <p>I'm available via phone (111-111-1111) or email (alina2709@gmail.com) and would welcome the opportunity to talk to you about how I can assist.</p> <p>I look forward to hearing from you.</p> <p>Sincerely, <i>(Signed)</i> Alina Kuzmenkova</p>
<p>7</p>	<p>Dear Mr. Smith:</p> <p>Your company has recently installed new windows in our University emergency facility.</p> <p>The work took place on 04/04/2014 and we paid \$1200 for the new windows and. Attached is a copy of the invoice showing the work was completed and paid in full.</p> <p>We were very happy with the service we received and your staff was very kind and professional. Unfortunately, last week the handles in two of the windows detached and fell out.</p> <p>We ask that you send your specialists back out to complete the job that was paid for, fixing or replacing the elements that have detached and inspecting the remainder for similar issues.</p> <p>We expect to see your specialists within the next five days and look forward to hearing back to confirm the date when you can fix the problem.</p> <p>Feel free to contact me at (123) 123-1234 to schedule your visit or with any questions or concerns.</p>

	<p>Sincerely, <i>(Signed)</i> Anna Gorbach</p>
--	--

8	<p>Dear Prof. Smith,</p> <p>Thank you for taking the time to talk with me today. I sincerely appreciate the time you spent reviewing my career goals and recommending strategies for achieving them.</p> <p>I really appreciate your insights into my current project. Your advice was very helpful and gave me a new perspective on available opportunities. I plan to implement many of your suggestions, and will be sure to send you a follow up when the project is completed.</p> <p>Again, thank you so much for the assistance you have provided me.</p> <p>Best Regards, <i>(Signed)</i> Peter Bridge</p>
9	<p>Dear Sir or Madam</p> <p>Please would you make two Economy Class reservations, Moscow – New York return, in the names of Mr Ivan Liaukou and Ms Nastassia Liaukova. Outward flight DL467, departing SVO at 11:55 on Tuesday 17 March, 2015, return flight DL466, departing JFK at 16:22 on Thursday 19 March, 2015.</p> <p>Please send the tickets for my attention and charge to our account.</p> <p>Yours faithfully <i>(Signed)</i> Nastassia Liaukova</p>
10	<p>Dear Prof. Sleen:</p>

	<p>I have pleasure in enclosing an invitation for our University graduation ceremony which will take place on June 26, 2015. As one of BSMU honored doctors, we wondered if you would be willing to give a commencement speech to our graduating students on a subject of your choice and take part in the distribution of memorable awards to our most distinguished graduates.</p> <p>We would also like to invite you to a formal dinner after the ceremony. It will be held in the Genesis Café at 2:00 p.m.</p> <p>We would be delighted if you were able to accept our invitation. We look forward to hearing from you.</p> <p>Yours sincerely, (Signed) Oleg Vasilyev, PhD</p> <p>Enc. Invitation</p>
<p>11a</p>	<p>Dear Prof. Vasilyev:</p> <p>I am honoured to accept your invitation to be present at BSMU graduation ceremony on June 26, 2015 and speak to the audience. I also have much pleasure in accepting your kind invitation to the formal dinner afterwards.</p> <p>I have fond memories of your University and welcome the chance to visit it again.</p> <p>I suggest speaking on the topic <i>“The role of young scientists in medical research”</i>. I would appreciate if you could let me know whether this would be an acceptable theme.</p> <p>Yours sincerely, (Signed) Prof. Konrad Sleen, PhD</p>
<p>11b</p>	<p>Dear Prof. Vasilyev:</p> <p>I would like to thank you very much for your kind invitation to attend the graduation ceremony and the formal dinner held on June 26, 2015 at your University.</p> <p>Unfortunately, I will be supervising a Japanese delegation coming to Canada at that time. I offer my sincere appologies for the inconvenience and hope to be able to attend on another occasion.</p> <p>Yours sincerely, (Signed) Prof. Konrad Sleen, PhD</p>
<p>12</p>	<p>Dear Prof. Kostevich:</p>

I would like to thank you for the warm reception in Minsk and for the wonderful organization of the conference in Microbiology.

I am pleased we were able to work out the main points of our future cooperation and come to a mutually acceptable agreement.

I will contact you as soon as we receive the results of the laboratory tests for our joint investigation.

I look forward to hearing from you.

Yours sincerely,
(Signed)
Jane Griffith, M.D.



Practical Task 2.
Write your own letters of 5 different types.

PART 6

TRANSLATION OF THE DIPLOMA AND DIPLOMA SUPPLEMENT

In some cases you may be required to send a copy of your University Diploma with an accompanying translation.

We would like to emphasize that there is no single template of translation, moreover, the names of similar academic disciplines may vary in different countries.

Below you can see two variants of translating medical diplomas.

SAMPLE TRANSLATION OF THE DIPLOMA

Translated from Russian

Diploma # 555555

The present Diploma is issued to Krylova, Veronika Olegovna to certify that in 2008 she entered Belarusian State Medical University, General Medicine Faculty and in 2014 she completed the full course of the specified University majoring in General

Medicine.

By the decision of the State Qualification Board, dated June 26, 2014 Krylova, Veronika Olegovna was conferred the qualification of General Practitioner.

State Qualification Board Chairman: /signed/

Rector
/signed/

Secretary
/signed/

Official seal

The city of Minsk

Issued on June 26, 2014

Registration # 111222

SAMPLE TRANSLATION OF THE DIPLOMA SUPPLEMENT 1

Translated from Russian

Supplement to the Diploma # 5555555

(not valid without the Diploma)

While studying at the Faculty of General Medicine, Belarusian State Medical University from the year 2009 through the year 2014 Krylova, Veronika Olegovna passed the examinations and got credits in the following subjects:

#	Subject	Number of hours	Examination	Credit Test
1	Sociology	54		passed
2	Politology	102	8 (eight)	
3	Foreign Language (English)	272	10 (ten)	
4	Philosophy	102	8 (eight)	
5	Latin Language	94	9 (nine)	
6	Medical Biology and General Genetics	230	8 (eight)	
7	Belarusian Language	60		passed
8	Physical Education	572		passed
9	History of Medicine	36		passed
10	History of Belarus	102	9 (nine)	
11	Histology	258	8 (eight)	
12	Normal Physiology	348	9 (nine)	
13	Biological Chemistry	260	10 (ten)	
14	Radiation Medicine and Medical Ecology	120	9 (nine)	
15	Radiology and Radiation Therapy	114	8 (eight)	
16	Pathological Anatomy	262	9 (nine)	
17	Microbiology, Virology, Immunology	272	7 (seven)	
18	Pathologic Physiology	240	8 (eight)	
19	Propedeutics of Internal Diseases	228	8 (eight)	

20	General Surgery	190	8 (eight)	
21	Pharmacology	240	9 (nine)	
22	Otorhinolaryngology	86	9 (nine)	
23	Forensic Medicine	86	7 (seven)	
24	Anesthesiology and Intensive Care	106	9 (nine)	
25	Topographic Anatomy and Operative Surgery	148	8 (eight)	
26	Phthisiatry	148	7 (seven)	
27	Ophthalmology	168	10 (ten)	

#	Subject	Number of hours	Examination	Credit Test
28	Therapy	308	9 (nine)	
29	Obstetrics	160	8 (eight)	
30	Surgical Diseases	238	9 (nine)	
33	Infectious Diseases	150	8 (eight)	
34	Paediatrics	242	10 (ten)	
35	Public Health	153	9 (nine)	
36	Psychiatry and Narcology	84	8 (eight)	
37	Epidemiology	44		passed
38	Fundamentals of Economic Theory	62		passed
39	Childhood Infectious Diseases	72		passed
40	Occupational Diseases	62		passed
41	Traumatology and Orthopedics	78	8 (eight)	
42	Urology	66	7 (seven)	

43	Anatomy	362	10 (ten)	
46	General Chemistry	136	9 (nine)	
45	Medical and Biological Physics	230	9 (nine)	

Rector /Signed/

Secretary /Signed/

Seal

The City of Minsk

Registration #

June 26, 2014

SAMPLE TRANSLATION OF THE DIPLOMA SUPPLEMENT 2

Translated From Russian

Supplement to the Diploma

666666

(Not valid without the Diploma)

While studying at the Faculty of Pediatrics, Belarusian State Medical University from the year 2006 through 2012 Minkov, Ilya Vladimirovich passed the examinations and got credits in the following subjects:

Subject	Hours	Grades
Bioorganic Chemistry	72	7 (seven)
Fundamentals of Logic	90	9 (nine)
History of Belarus	90	10 (ten)
Economics	72	Credit
Belarusian Language	72	Credit
Latin Language and Medical Terminology	72	10 (ten)
Valeology	36	9 (nine)
History of Medicine	36	Credit
Medical Biology and General Genetics	148	8 (eight)
General Chemistry	108	7 (seven)
History of World Culture	90	8 (eight)
Social Hygiene	132	9 (nine)
Deontology	16	10 (ten)
Human Anatomy	252	9 (nine)
Propaedeutics of Internal Diseases	186	9 (nine)
Medical & Biological Physics	162	8 (eight)
Medical Genetics	38	9 (nine)
Occupational Diseases	42	9 (nine)
General Surgery	166	8 (eight)
Physical Therapy	36	9 (nine)
Clinical Pharmacology	56	9 (nine)
Clinical Allergology and Immunology	60	Credit
Radiation Medicine	38	9 (nine)
Epidemiology	28	Credit
Histology	180	8 (eight)
Politics & Sociology	80	7 (seven)
Forensic Medicine	64	9 (nine)
Operative Surgery and Gross Anatomy	110	9 (nine)
Medical Psychology	36	9 (nine)
General Hygiene	114	9 (nine)
Military Training & Military Medicine	256	8 (eight)
Normal Physiology	234	7 (seven)

Biological Chemistry	180	7 (seven)
Foreign Language (English)	250	9 (nine)
Philosophy	90	8 (eight)
Microbiology	180	7 (seven)
Therapy	154	9 (nine)
Pharmacology	150	8 (eight)
Urology	38	Credit
Oncology	66	9 (nine)
Traumatology & Orthopedics	130	8 (eight)
Pediatric Surgery	56	9 (nine)
Pediatrics	220	10 (ten)
Childhood Infectious Diseases	42	Credit
Infectious Diseases	150	9 (nine)
Obstetrics & Gynecology	312	10 (ten)
X-ray Diagnosis	74	Credit
Skin and Venereal Diseases	94	8 (eight)
History of World War II	24	Credit
Otorhinolaryngology	54	8 (eight)
Ophthalmology	54	9 (nine)
Endocrinology	56	8 (eight)
Pathological Anatomy	144	9 (nine)
Pathological Physiology	110	8 (eight)
Phthiisopulmonology	120	9 (nine)
Neurology & Neurosurgery	108	8 (eight)
Anesthesiology	30	Credit
Fundamentals of Pedagogics & Psychology	40	Credit

Psychiatry and Drug Abuse	72	9 (nine)
Surgical Diseases	382	10 (ten)
Internal Diseases	600	10 (ten)

Chairman of the State Examination Board

/Signed/

Rector

/Signed/

Secretary

/Signed/

Seal

The City of Minsk

Registration #

June 26, 2012

Dear students,

We hope the information in this book has helped you consolidate your knowledge of business correspondence and the skills obtained will help you feel more confident when filling out the documents necessary for finding a student summer job or a place of study to advance in your career!

We wish you every success.

Sincerely,

Authors

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РЕПОЗИТОРИЙ БГМУ

Учебное издание

Абедковская Ирина Юрьевна

Тихонович Ирина Ивановна

**ДЕЛОВАЯ КОРРЕСПОНДЕНЦИЯ
НА АНГЛИЙСКОМ ЯЗЫКЕ
В СФЕРЕ МЕДИЦИНЫ**

Учебно-методическое пособие

На английском языке

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