

FIRST AND LAST NAME

(908) 333-3333 | email@gmail.com | linkedin.com/in/name

Date

Ms. Jane Jones
Human Resources Department
Atlantic Health System: Morristown Medical Center
100 Madison Avenue
Morristown, NJ 07960

Dear Ms. Jones:

With great interest in the Quality Management Specialist position at Atlantic Health System's Morristown Medical Center, I have attached my resume for your review and consideration. Atlantic Health System is an organization I have long admired, and I would embrace the opportunity to leverage my research, communication, and leadership skills to further enhance the quality and viability of your programs. Working alongside hospital directors, managers, and executives will allow me to apply my competencies into practice.

For the past two years, I have refined my strategic management and analytical abilities through professional experiences and academic coursework. As an intern with Bayer Pharmaceuticals, I was able to conceptualize leadership theories and apply quality improvement and measurement techniques to my daily tasks and responsibilities. In addition, my accomplishments as the Vice President of a professional student organization for graduate students, Graduate Society of Healthcare Leaders (GSHL), significantly increased professional opportunities for my fellow classmates, improved student-professor relationships, and opened the door for networking outside the university.

As a problem-solver with strengths in quality improvement and communications, I believe my qualifications would fit well into your organizational structure. My professional and academic experiences, as well as my passion for Atlantic Health System's mission, have prepared me to become a successful member of your team.

I welcome the opportunity to meet with you and discuss my background further. Please contact me at (908) 333-3333 or email@gmail.com to schedule an interview. Thank you for your time and consideration as I look forward to hearing from you.

Sincerely,

First and Last Name