

## Sample Cover Letter

9 Central Avenue  
Elizabeth, N. J. 07201  
[Swiftj02@aol.com](mailto:Swiftj02@aol.com)  
August 30, 2006

Ms. Beverly Rivera  
Director, Human Resources Services  
Summit Hospital  
44 Elm Lane  
Summit, N. J. 07333

Dear Ms. Rivera:

Chris Daugherty recently informed me of a possible opening for a Director of Medical Records at Summit Hospital. With my extensive experience of over 10 years in medical records administration, I feel I would be an ideal candidate for the position. Please accept this letter and the enclosed resume as my application.

When I joined Sister of Mercy Hospital, they were searching for an administrator who could hit the ground running and immediately reduce the \$1 million dollar backlog in billing that was building monthly at the hospital. Within the first six months of my tenure, I not only achieved that goal but surpassed it by 20%. I am an experienced, knowledgeable leader who understands the need for quick results as well as how to achieve them.

I look forward to discussing the position and my qualifications for it in more detail. I can be reached at (908) 555-1222 or by email at the address above. If I do not hear from you before Tuesday of next week, I will call to see if we can schedule a time to meet. Thank you for your time and consideration.

Sincerely,

(Signature)

Jane Swift

Enclosure