

Nina Sprague

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November 15, 2001

Hiring Agent Name, Title
Company Name
Address
City, State Zip

Dear Hiring Manager:

I am writing to express my interest in the position of Healthcare Administrator, advertised as being open at this time with your hospital. I am a talented healthcare administration professional with hospital and medical college experience. My background includes extensive familiarity with the operations of numerous areas, and I am adept at supervising projects and departments. My ability to get along well with others, to make necessary adjustments to meet deadlines, and to go the extra mile in general have all contributed to my growth in my present position. Now I would like to bring my skills and experience to work for you.

My education and training, together with my penchant for detail, have all served to help make me a highly effective administrator. My approach to this work goes departmental operations, as I have good business sense in general and always keep my eyes open for ways to improve overall efficiency. I am able to develop and implement policies and procedures, and am experienced in preparing and managing budgets. I possess well-developed technology skills, and am able to train others in software application usage.

My analysis and data management skills are top-notch, and I am adept at preparing and delivering departmental and financial reports. In addition, my tact and people skills have helped to make me particularly effective in dealing with both the staff and the public.

The accompanying résumé should serve to give you an idea not only of my past achievements but of my potential for making a significant contribution to your hospital.

I will call you next week to inquire about the possibility of a meeting.

Very truly yours,