# YOUR NAME, DEGREE(S)

Home City, STATE (Address optional) | Email | Phone | LinkedIn URL

Date

Recruiter/Manager **Name, Degree**
Recruiter/Manager **Title/Position**
Recruiter/Manager **Department**
Organization/Company Name
Address

Re: Exact Job title
Job Number (if applicable)

Dear Title/First Name,

First Paragraph: Address interest in exact Job Title from website. Indicate minimum qualifications and integrate your objective with the mission/vision for the hospital/facility.

Second Paragraph: Introduce your experiences (i.e. work, school, etc.) and highlight your skills (professional/personal) that will be beneficial for their organization.

Third Paragraph (optional): Short/straight to the point explanation of any gaps of employment or a significant experience(s) that will help your application/resume.

Closing Paragraph: Reiterate your interest in the position and/or organization with confidence to schedule an interview and include your contact information (email and phone). Close with appreciation for their time and consideration.

Regards,

*(4 lines – whether you sign the letter or not)*

Your full name