

## Cover Letter Inquiring about Employment Possibilities - Sample #2

Your Street Address  
City, State ZIP

Date

Ms. Rachel Ralston  
Human Resources Manager  
National Healthcare Partners  
24680 Regency Row  
Dallas, TX 12345

Dear Ms. Ralston:

The growth and innovation in the proprietary sector of the healthcare industry has been very exciting in the past decade and appears to be continuing in the future. I am very interested in National Healthcare Partners because of its participation in this sector. Particularly, I am interested in making a contribution to your organization in the area of marketing of healthcare services.

I have gained a great deal of insight into the operations of a healthcare organization through my position as the Assistant Business Manager for the Department of Surgery at the Louisiana State University Health Sciences Center. I feel that my work experience, combined with my educational background in healthcare administration and marketing concentration, will enable me to be a most effective member of your marketing team. In addition to having a solid background in marketing, I am currently enrolled in the Master's of Healthcare Management at the University of New Orleans.

Enclosed is my resume for your consideration. I would like an opportunity to meet with you to discuss my qualifications and interest in a career with National Healthcare Partners. I will call you early next month to arrange a mutually convenient time to get together.

Sincerely,

(Signature)

Your Typed Name

Enclosure