

JOHN M. SAMPLE

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(Date)

(Name of Hiring Manager, Title)

(Name of Company)

(Address)

(City, State, Zip)

Dear (Mr. or Ms.) (Last Name),

I am writing to express my interest in your current opening for a senior phlebotomist. Please accept my résumé for your consideration. I have recently re-focused my career back into healthcare, more specifically, Phlebotomy, and I am looking for an organization in which to apply my enthusiasm for patient services.

My past experiences as a phlebotomist and patient tech, including EKG, telemetry, assessing vitals and maintaining charts, combined with my recent coursework has enhanced my ability to provide compassionate and dedicated care while establishing relationships and building trust with patients. I am confident that my versatile contributions would be a valuable asset to your organization.

What I bring to the position is a combination of quality patient services, team leadership and attention to detail. I work diligently to provide excellence in all my professional endeavors and have earned a reputation for my technical proficiency and results-driven work ethic. In my previous positions I worked to provide excellence in service for all patients. I would continue do the same for your organization.

My résumé, which I have enclosed for your review, contains additional details about my professional accomplishments. I look forward to the opportunity to meet with you to discuss the qualifications I would bring to your organization. Thank you for your consideration.

Sincerely,

John M. Sample

Enclosure: Résumé