

Your Street Address
City, State, Zip

June 23, 20XX

Adam Jones, Chief Operating Officer
Siron Providence Medical Center
222 Providence Center Drive
Denver, CO 80202

Dear Adam,

Thank you for considering my candidacy for the Director of Human Resources position advertised in the Front Range Times. I am excited to learn more about the strategic direction you are taking with this position and believe that my extensive background in the healthcare human resources field fits well with Siron's goals and objectives. Specifically,

YOU REQUIRE

5-7 years of relevant HR
Generalist experience

Strong competencies in
physician recruitment and
benefits administration

A bachelor's degree is required;
Masters preferred

MY BACKGROUND AND QUALIFICATIONS

Over 10 years of HR Generalist experience with three
hospitals in the Midwestern U.S.

Experience recruiting both primary care and specialist
physicians. Recruited top candidates and filled key positions
within 60-90 days. Met benefit administration metrics
leading to enhanced staff options and institutional cost
savings of \$2.6 million over ten year period.

My education includes a bachelor's degree in Sociology
from The Ohio State University and a Masters of Public
Administration in Health Services Administration from The
University of San Francisco.

Attached is my resume which offers a snapshot of my background and experience. I would love to schedule a time to meet to explore this opportunity further. You can reach me either by email (sample@fakeemail.com) or by phone 123-456-7890.

I appreciate your consideration and look forward to hearing from you.

Sincerely,

Michael Smith