

## Sample Cover Letter

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609-566-4097

September 27, 2005

Ms. Dorothy Ramano  
Head, Medical Laboratory  
St. Johns Medical Center  
Cranbury, NJ 08844

Dear Ms. Ramano:

The description of the medical lab technician position related to me by my friend and your colleague, Laura Birch, sounds like an opportunity where I could make some significant contributions. Laura explained that you expect top-quality work and have the highest standards she has observed anywhere.

Since you need someone to step in right away, you wouldn't need to spend any great amount of time training me because I have a good grasp of the subject. In addition I wanted to assure you that:

- In my coursework at Mercer County Community College I maintained a 4.0 GPA
- On the certification exam given by the American Society for Clinical Pathologists I scored in the above 90th percentile.
- I had a medical lab internship at Robert Wood Johnson Hospital.
- I participated in over 720 hours of clinical practice as part of my course work.

St. John's Medical Center is one of the finest hospitals in the region. I am prepared to work at the high standards you ask for.

I would like to meet with you soon to discuss some of the ideas I can bring to this job. I can be reached at the above number during normal business hours.

Sincerely,

Michelle Brooks

*Enclosure*