

Your Name

(000) 000 0000

<https://www.linkedin.com>

Email address

Contact (if known)

Name of Company Address

Date

Dear Mr. or Ms. **(Contact's Last Name)**: or Dear Hiring Manager:

In my search for a new challenge where I can leverage my experience in health information management, I was pleased to find **(Company)** name opening for the position. As a Kansas City native, I have followed your company's growth and development for many years with interest. I am eager to learn more about this opportunity at your company. I have enclosed my resume for your review.

As my career profile illustrates, I am ready to make an immediate and longstanding contribution to the **(Company name)**. Having served as a **(Title of a relevant job)**, my skill set is well suited to your needs. I know what it takes to balance competing tasks, adapt to shifting priorities, and proactively address emergent issues. Additionally, my communication and relationship-building talents will enable me to seamlessly integrate with your team and provide exceptional service to your clients.

Further, I would bring the following strengths to your team:

- Highly proficient in Electronic Health Records systems, including xx EHR, xx EHR, and Cerner Millennium.
- Outstanding process improvement skills and expertise in implementing solutions to enhance business efficiency.
- Proven ability in health information management and performing in-depth data analysis.

In me, **(Company Name)** will gain a diligent, goal-oriented professional with the agility, dedication, and focus required to fill the role of (Position) successfully. As such, I would welcome the opportunity to meet and discuss this opening in detail.

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

Sincerely,

(Your Signature)

Your Name