

Your Name

Kansas, MO | 000-000-000 | your email | your LinkedIn

Date

Company Contact, Title Company Name Company Address
City, State, Zip

Dear Hiring Manager:

In my search for a new challenge where I can leverage my experience in **(healthcare IT)**, I was pleased to find **(Company Name's)** opening for a **(Position Title)**. Eager to learn more about this exciting opportunity, I have enclosed my resume for your review.

As my career profile illustrates, I am ready to make an immediate and longstanding contribution to **(Company Name)**. Having served as a **(XX Technician)**, 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:

- Possess in-depth understanding of creating/maintaining technical reports, updating medical records, and implementing improvement plans while ensuring compliance with EHR/HIPAA standards.
- Highly expert in troubleshooting technical issues and meeting unique client requirements.
- Demonstrated value-adding skills in steering and collaborating with cross-functional teams and building professional relationships with clients, informatics, and healthcare professionals.

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

Thank you for your consideration.

I look forward to hearing from you!

Sincerely,

(Your signature)

Your Name