

Your Name

Email address • 000-000-0000
linkedin.com/ • Somewhere, KS

Date
Name of company contact
Title
Company Name Address
City, ST

Dear **(Name or Hiring Manager)**:

In my search for a new challenge where I can leverage my experience in data analytics, health information systems, Cerner EHR Millennium, and healthcare EHR compliance, 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 well-prepared to meet and exceed your expectations. Having served as a 'Health Information Intern' at various healthcare organizations, I am accustomed to the rigors of fast-paced, highly regulated environments requiring sharp attention to detail, consummate accuracy, and outstanding communication skills. If given the opportunity, I will work tirelessly to deliver similar results for **(Company Name)** while partnering with your staff to accelerate achieving your immediate and long-range goals.

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

- Competent at preparing accurate records of patient health information, emphasizing enabling easy access to required information.
- Solid history of success ensuring on-time delivery of care to patients by creating alerts and documenting patients (who tested positive for COVID-19) through the deployment of NextGen EHR.
- Expert at accurately maintaining EHR and other records and completing proper documentation by creating spreadsheets in MS Excel to compile extracted information.

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