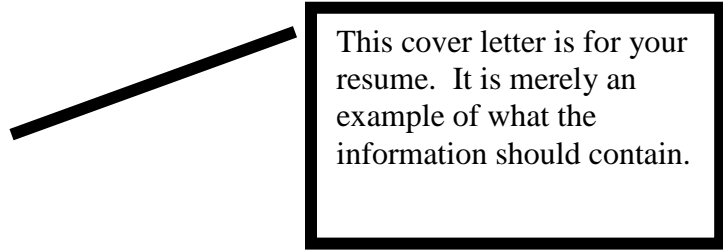


Metropolitan Children's Hospital
P. O. Box 411067
Philadelphia, Penn. 19002



This cover letter is for your resume. It is merely an example of what the information should contain.

October 1, 2018

Attn: Robin Boyd, Human Resources
Re: Director for Patient Financial Services

Dear Mrs. Boyd:

I was very interested to see your advertisement for a Director of Patient Services. I have been seeking just such an opportunity as this, and I think my background and your requirements may be a good match. My Resume is enclosed for your review.

Of particular note for you and the members of your team as you consider this position placement is my strong background in the newest technology and its application.

Consider the following: I have developed, and intergraded several word processing database and spreadsheets problems. After several computer science classes I have a systematic understanding of computers applications from simple application problem solving to modern multimedia. My current classes have allowed me to explore technology, and I am very happy with my performance, but I view myself also somewhat of a troubleshooter. I am eager to consider new challenges.

If you are seeking an individual who stays up-to-date of **her / his** field, who understands technology, who works until the job is completed, and who is as career-committed as it takes to achieve total success, then please consider what I have to offer. I would be pleased to have a preliminary discussion with you or members of your committee to see if we can establish a mutual interest. I will call you within the week to answer any initial questions you may have, and to hear about your hiring process.

Thank you for your attention to these materials. I certainly look forward to exploring this further.

Yours truly,

Brenda J. Wilson

Enclosure