

Andrew C. Yost
YourEmail@gmail.com ■ 555.555.5555

Date

RE: Medical Technician Supply Chain Management - Job # 12345
Or other Patient Services Administration Opportunities

Dear Hiring Team:

Over the last few years, I have successfully managed a healthcare issue that required multiple doctor and hospital visits to your hospital. Each time I have been professionally served and supported by many team members, including the administrative staff. It is time for me to reciprocate. I have the skills and compassion to understand patients and serve them in almost any administrative services capacity.

Resume highlights:

- Previous healthcare experience and HIPAA certification
- Up-to-date computer skills
- Excellent relational skills
- Schedule flexibility including weekends and night shifts

I am at a point in life where my family responsibilities now allow me to seek non-home based employment opportunities.

Thank you for your consideration.

Sincerely,

Andrew C. Yost