

1234 N. Chestnut Ave., Apt. 102
Fresno, CA 93726

March 1, 20xx

Mrs. Emily Darwin
Kingston Bay Senior Living
6161 W. Spruce Ave.
Fresno, CA 93722

Dear Ms. Darwin:

I am extremely interested in the Health Administration Assistant Director position listed on the HireFresnoState website. This aligns with my experience, education, skills, and background.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

You require:

Ability to coordinate and oversee the work of subordinates

Ability to strategically plan, develop and implement programs and operations toward achievements of team's mission, goals, and objectives

The analytical skills to perform needs assessments, evaluate current programs, and initiate changes or adjustments to current systems and improve operations

Problem solving and decision making abilities

Financial and personnel management expertise

Interpersonal and communication skills that promote the ability to serve as a liaison and resource

I offer:

Experience in supervising 10 summer employees and ensuring staff efficiency as an assistant manager

Experience developing and implementing training programs as a summer intern

Success in performing fieldwork hours, reorganizing a mental health clinic and vastly improving its processes

Success in solving numerous problems at clinic, such as reducing number of emergency and drug seeking patients; lobbying for HIV-information dissemination; and increasing number of patients that could be given routine care

Strengths in both areas, through health and management background

Significant experience giving presentations, speaking before groups and interacting with diverse individuals

I feel I would make a qualified employee since my experience and expertise fit your requirements so closely. I am available to meet with you at your convenience. Thank you for your time and consideration.

Sincerely,

(Signature)

Hayden Health