

Raymond Ortiz

Respiratory Therapist 123 Bedford Avenue, New York, NY 12345 youremail@example.com (123) 456-7890

Monday, April 18, 2022

Ms. Meiling Li

Hiring Manager
NY-Presbyterian Hospital
(123) 456-7890
email@example.com

Dear Ms. Li:

I write to express my interest in your Respiratory Therapist opening. Recently I was top-ranked on my hospital RT team for efficiency and documentation, and I hope to bring that same level of diligence to your facility.

With six years of combined experience in an acute care setting, I'm drawn to NY-Presbyterian Hospital's reputation for medical excellence. My skill set (detailed on the enclosed resume) is a strong match for your advertised position. Below are a few of my career highlights and focus areas:

- Extensive background providing nebulized medications and performing tracheostomy care of patients with acute respiratory or cardiopulmonary ailments.
- Natural collaborator who works closely with doctors to monitor each patient's acuity level and readiness for decannulation or other next phase of care.
- Consistently praised by managers and charge nurses for calmly addressing and prioritizing patient needs in a fast-paced healthcare setting.
- Dedicated and reliable educator; make a point to teach patients about effective inhaler use, and nurses about the various details of proper tracheostomy care.

I'd like to set up an interview to discuss how I can help advance your hospital's objectives. Please feel free to contact me with a time that works best for your schedule.

I appreciate your time and look forward to speaking with you.

Sincerely,

(Insert Signature Here)

Raymond Ortiz