

# Meera Patel

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## Cynthia Roberts

UW Medicine

123 Your Street,

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[month, day, year]

Dear Mr. Johnson,

As a senior civil engineer with seven years of experience, I've acquired significant expertise in executing large-scale infrastructure projects valued at over \$50 million. As a civil engineering consultant with Amtrak, I created construction drawings and specifications for the build-out of a new train line to New Jersey. My expertise within the transportation industry would be a valuable asset to Septa in this position.

I have a great deal of admiration for Septa's mission to provide safe and affordable transportation for Philadelphians. My background can help advance your long-term infrastructure goals based on the following accomplishments from my career:

- Led a team of 35 architects, civil engineers, and construction workers to develop and implement designs for a multi-million-dollar project to build a new train line from Philadelphia to Jersey
- Liaised with stakeholders and project managers across all phases of the project lifecycle to ensure alignment with technical requirements and infrastructure goals

Dear Ms. Roberts:

As you can see from my attached resume, I have two years of experience providing clinical support for leukemia, bone marrow transplants, and chemotherapy treatments. While at St. Luke's Children's Hospital, I delivered specialized care to diverse patient populations in a pediatric oncology unit with 60 beds. I look forward to applying my expertise in patient-centered care to drive positive clinical outcomes in the pediatric nurse position.

St. Luke's Children's Hospital has a reputation for delivering compassionate care to pediatric patients that strongly aligns with my professional background. In my previous role, I submitted patient referrals to the Make-a-Wish Foundation for children suffering from terminal conditions and coordinated with hospital staff to facilitate requests. Some of my recent contributions include:

- Supported the delivery of high-quality care to pediatric patients, adolescents, and young adults suffering from solid tumors, hematology conditions, leukemia, and malignant hematology
- Communicated with parents, families, and patients to provide education on long-term prognosis, treatment plans, and medical conditions with empathy and compassion
- Achieved patient satisfaction ratings of 94% over two years and identified opportunities to plan events and activities to raise morale and improve the quality of life for patients

I would like to schedule an interview to tell you more about how my experience in pediatric care can benefit your team and patients. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

Meera Patel