

Jane Langston

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(098) 765-4321

456 My Street, San Diego, CA 76543

Christa Johnson

Seattle Washington Medical Center

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Johnson,

I am interested in the medical director position with the Seattle Washington Medical Center. In my 15-year career within the health care industry, I've developed an array of expertise in clinical program development. I've served as both a medical director at St. Francis of Assisi Hospital and as a licensed physician at Virginia Mason Hospital.

Seattle Washington Medical Center's reputation for providing cutting-edge cancer treatments draws me to apply for this opportunity. During my time at St. Francis of Assisi Hospital, I developed a clinical program strategy for the Oncology department. I am confident that my experience as a health care executive would be an asset to your organization based on my previous successes:

- Led large-scale change management initiatives to increase the utilization of evidence-based care approaches, resulting in a 5% reduction in patient mortality rates
- Collaborated with hospital leadership, physicians, and nurses to develop hospital guidelines and policies, which included driving patient-centered care and advocacy
- Oversaw a \$40 million operating budget and reduced medical equipment costs by 15%

I look forward to speaking more about how my background in change management can aid the Seattle Washington Medical Center in the medical director role. I'm available by phone and email at your convenience. Thank you for your consideration.

Sincerely,

Jane Langston, MD