

# Alicia Jones

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456 My Street, San Diego, CA 76543

## Mark Roberts

Suncoast Health

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Roberts,

As you can see from my attached resume, I have over 10 years of experience serving as an advocate for patients suffering from substance abuse and mental health issues. During my time as a case manager at Los Angeles Rehabilitation, I oversaw more than 150 cases related to alcoholism, gambling addiction, and drug abuse. I believe my ability to foster positive community relationships makes me an ideal candidate for the case manager role with your organization.

Suncoast Health's reputation for achieving positive rehabilitation outcomes is what draws me to apply for this opportunity. I am confident I can help support your organizational goals and mission based on the following accomplishments from my career:

- Oversaw all aspects of case management and coordinated with multidisciplinary teams to provide appropriate rehabilitation treatments for substance abuse patients
- Served as an advocate for patients, interfaced with state agencies and legal entities, and built relationships with patients to coordinate stays, resolve payment issues, and ensure quality care
- Identified opportunities to improve case management processes and resolve communication gaps by implementing a standardized weekly case review process

I look forward to speaking with you further about how my case management expertise can aid Suncoast Health in delivering quality patient care. You may contact me via phone or email at your convenience. Thank you for your consideration.

Sincerely,

Alicia Jones