

# Melissa Anderson

Respiratory Therapy Student | Philadelphia, PA 12345 | (123) 456-7890 | youremail@example.com

**Ms. Lori Taylor**

Hiring Manager  
Thomas Jefferson University Hospital  
(123) 456-7890  
email@example.com

**April 18, 2024**

Dear Ms. Taylor:

Recently, during my practicum at Roxborough Memorial Hospital, I was singled out as a top respiratory therapy student based on my eagerness to learn and collaborate on a team. I hope to bring that same dedication to Thomas Jefferson University Hospital as a respiratory therapist.

I'm drawn to your hospital's reputation for medical excellence and to your stated focus on patient outcomes. My skill set (detailed in the enclosed resume) is a strong match for this opportunity. Below are four of my key qualifications:

- Bachelor's Degree in Respiratory Therapy with honors from Temple University
- Experience providing nebulized medications and performing tracheostomy care for patients with respiratory or cardiopulmonary ailments
- Demonstrated success working with nurses and providers to monitor each patient's acuity level and readiness for decannulation or other next phase of care
- Praised by preceptor and charge nurses for calmly addressing and prioritizing patient needs in a fast-paced setting

I would appreciate the chance to discuss how I can help advance your health care objectives. Please contact me with an interview time that works best for your schedule. Thank you for your time, I look forward to hearing from you.

Sincerely,

Melissa Anderson