

# Raymond Ortiz

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

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

April 18, 2024

Dear Ms. Li:

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 in the enclosed resume) is a strong match with your advertised position. Below are four of my career highlights and focus areas:

- Extensive background providing nebulized medications and performing tracheostomy care for 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 health care setting
- Dedicated and reliable educator; teaches 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,

Raymond Ortiz