

April 18, 2024

Ms. Saanvi Khatun
Hiring Manager
Massachusetts General Hospital
(123) 456-7890
email@example.com

Dear Ms. Khatun:

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 more than 11 years of combined experience in an acute care setting, I'm drawn to Mass General's reputation for medical excellence. Your advertised position is a strong match with my skill set — nothing motivates me more than finding ways to help patients breathe better as part of their overall recovery. Below are five of my career highlights and focus areas:

- Frequent preceptor and mentor to new RTs; ensure each hire is well-versed in the hospital's standards and procedures
- Recent work includes performing intubations and managing ventilated patients in the hospital ICU
- Dedicated and reliable educator; teaches patients about effective inhaler use and nurses about the various details of proper tracheostomy care
- Natural collaborator who works closely with doctors to set viable treatment plans and monitor each patient's acuity level
- Praised by managers and charge nurses for expertly balancing patient needs and responding promptly to Code Blue situations

I'd welcome the chance to discuss how I can help advance Mass General'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,

Joseph Corbin