

Jessica Lang

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(098) 765-4321
456 My Street, San Diego, CA 76543

Ms. Rachel Johnson
LMN Hospital
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Johnson:

In my past year as a surgical technologist at ABC Hospital, I've offered various ideas to improve processes and more efficiently prepare surgical instruments. I would love to bring that same spirit of continuous improvement to your hospital.

Your job posting jumped out at me, particularly your requirement for a surgical technologist who "combines rigorous attention to detail with creativity in solving problems." I'm diligent about following protocols and pride myself on innovating and adapting to new healthcare conditions. In my current role, I recently came up with a new way to organize and arrange medical supplies, affording better efficiency during specific surgical procedures.

In addition to my process focus, I offer these three attributes:

- Courteous meeting with patients before their surgery, answering questions and transporting them to surgery as needed
- Organized and focused on finding the most logical way to prepare equipment in the allotted time
- Meticulous about accounting for equipment after each procedure and submitting for proper cleaning and sanitation

This is just a sample of the contributions you can expect from me as a surgical technologist at your hospital. I would be grateful for the chance to discuss my credentials with you further. Please call or email me to schedule an interview, and I'll look forward to your reply. I appreciate your time.

Sincerely,
Jessica Lang