123456 Rainier Ave S

Renton, WA 98058

mickeymouse@rtc.edu

(425) 555-1234

May 8, 2013

Joe Blow

Director, Sterile Processing

Seattle Children’s Hospital

4800 Sand Point Way NE

Seattle, WA 98105

Dear Mr. Blow:

I am submitting my resume in response to the Central Service Technician position that you have available.

I know about the excellent reputation your department has and I’d be honored to become part of your department. My studies to become a Central Service Technician have equipped me to be able to perform this job well. I am eager to contribute with my enthusiasm and up-to-date skills to the sterile processing team. I believe my qualifications make me an excellent candidate for this position.

I am certain that my resume will give you a greater understanding of my qualifications for this exciting opportunity. I look forward to having the opportunity to discuss my credentials and how my expertise can help your organization.

I would greatly appreciate the opportunity to work with and learn from you and your talented team. I look forward to speaking with you soon, to discuss the ways in which I can help the Central Service Department. You’ll discover that I am a reliable, detail-oriented, and extremely hard-working associate.

A personal interview would allow me to further demonstrate my talents. Feel free to contact me with any questions that you might have.

Thank you for your time and consideration and I look forward to hearing soon.

Sincerely,

Mickey Mouse

enclosure