
Healthcare Cover Letter Format

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager's Name]

[Facility's Name]

[Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

[Opening Paragraph: Introduce yourself, mention the position you're applying for, and briefly highlight your key qualifications.]

[Body Paragraph(s): Detail your relevant experience, education, and skills. Be specific about your contributions in previous roles, focusing on measurable achievements. Show your enthusiasm for the organization's mission and values.]

[Closing Paragraph: Reiterate your interest, express gratitude, and invite them to contact you for further discussion.]

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosure(s): Resume