

LEANNE MANSFIELD

123 Main Street, Orlando, FL 12345
mansfield@youremail.com
(123) 456-7890

January 1, 2021

JANE SMITH

HR Director
Orlando Health Regional Medical Center
(987) 654-3210
a.johnson@orlandohealth.org

Dear Ms. Smith,

At the University of Orlando, I was rated in the top 5% of the class in terms of producing high grades and results. I believe it was a mix of hard work and my passion for this line of work that led to my academic achievements.

During my studies, I was privileged to volunteer as an assistant at a number of medical practices, where I was able to gain extensive knowledge of clinical procedures with a focus on patient care. As a recently graduated student, my knowledge of the latest medical technologies is fresh and waiting to be put into practice. I believe that I would be a valuable addition to your medical team.

Here are some of my achievements:

- Assisted doctors and medical students on hospital rounds during my internship
- Assisted in taking down patient details as a volunteer at a clinic

I am excited to show you how my passion for this field and excellent patient communication skills will benefit the team at Orlando Health Regional Medical Center. Please contact me at your earliest convenience to set up a time and date that would suit your schedule.

Best Regards,

Leanne Mansfield

P.S. I would like to tell you how I was shortlisted for the Dean's Award.

LEANNE MANSFIELD