

## SAMPLE COVER LETTER: CAREER CHANGER

15 Shadygrove Street #13B  
Landover, MD 20781  
September 14, 20XX

Hiring Manager  
Mount High Hospital  
4600 Northwest Blvd.  
Baltimore, MD 21212

Dear Hiring Manager:

It is with great interest that I submit my resume for the Health and Wellness Coordinator position you posted on Indeed.com. I am currently enrolled in the Master of Science degree in Health Care Administration from the University of Maryland University College. I expect to complete my degree in May 2012, and would be honored the opportunity to launch my career in healthcare with Mount High Hospital, a company known for excellence in serving patients.

After several years as a professional child-care provider, I have made the decision to change career paths and seek a career in healthcare. This experience, coupled with a comprehensive education in healthcare administration, has provided me with the skills and knowledge needed to be a competent healthcare administrator. Through my background in childcare, I learned how to develop healthy meal plans, train staff and stay current on trends. My education has helped me garner the facilitation skills and knowledge needed to educate children and adults on health and wellness issues such as healthy eating and exercising tips. Moreover, my internship at Body Care Workout Center provided me practical experience in serving as a Health and Wellness Intern and providing wellness classes for club members and the greater community.

By far, my greatest strength is the passion and dedication I have for caring for people and healthy living. I believe that if we take care of our bodies, our bodies will take care of us. I would like to spend the next phase of my career teaching others how to care for their bodies in a company that places patients first. And, I believe Mount High Hospital is that place.

I hope that I have peaked your interest, and you see me as a viable candidate for the Health and Wellness Coordinator position. I invite the opportunity for an interview and can be reached at (555) 555-5555 or H\_I\_reme@gmail.com. Thank you for your consideration.

Sincerely,

Hellen I. Reme