

Susan Student
123 Forbes Avenue
Pittsburgh, PA 15260

March 15, 2014

Jessica Agency
Recruiting Manager
XYZ Healthcare
123 Main St
City, State, Zip

Dear Ms. Agency:

I am very interested in the Project Manager position at XYZ Healthcare. I learned about your position from Dr. Joe Jones, a professor at the University of Pittsburgh, and have enclosed my resume for your review.

I will graduate in April 2014 with an MHA in Health Policy and Management from the Graduate School of Public Health at the University of Pittsburgh. My summer internship in health care consulting as well as my recent exposure to the world of consulting during the McKinsey & Company Insight Program have convinced me that my leadership and analytical skills are ideally suited to a career in healthcare consulting.

During my undergraduate career, I was selected to be an intern at the Department of Health and Human Services and became well versed in the policy issues confronting the healthcare system. I look forward to expanding my knowledge about operational, financial and marketing decision-making that defines healthcare/hospital administration. Most recently, I had the opportunity to contribute to the work of a consulting team devising cutting-edge solutions to the challenges of the healthcare marketplace. My employer research and my contacts at XYZ Healthcare have confirmed that the XYZ Healthcare culture would be a good match for my personality, talents and career goals.

If my credentials are of interest to you, I would like to meet with you at your earliest convenience to discuss this opportunity. I look forward to your reply. Thank you for your time and consideration.

Sincerely,

Susan Student

412-123-4567
susanstudent@pitt.edu

enclosure