Introduction Paragraph

1. Specify the position that you apply for
2. Briefly introduce your current position
3. Connect your skills and experience (TWO) to the position
4. State Why you want to work at this company

I am pleased to apply for the Healthcare Analyst position at All of Us Health. I am a MS candidate in Healthcare Policy and Research at Weill Cornell Medicine. Based on my 2 years of healthcare industry experience conducting data analysis to meet clients’ business needs and strong quantitative analysis skills built from real-life experience and rigorous graduate training, I believe that I am qualified for the Healthcare Analyst position to deliver data-driven solutions Healthcare quality improvement.

Highlight TWO of the most relevant and important experiences or skills based on the job description

Write examples of those skills

Related Experience: what you did? How you did it? Why it’s important

Transferrable Experience: What you did? The skills you learned. Explain how those skills are relevant to this position.

* One skill per paragraph
* Do not copy bullet points from your resume

Conclusion Paragraph

1. Emphasize strong interest in the position/summarize your qualifications
2. Indicate that your enclosed a resume
3. Offer additional assistance or information as needed
4. Thank the employer for time and consideration