

December 8th, 2020

Florida Department of Health
Human Resources Department
Hiring Manager

To whom it may concern,

I am writing regarding the possibility of employment as a COVID-19 Contact Tracer with the Florida Department of Health in Miami, FL.

I am so excited to be applying for this position as I feel my qualifications are in line to meet the needs of your organization. I feel exceptionally passionate at the prospect of being able to contribute my skills on a Public Health level to a cause that I believe is paramount in our society.

I am confident that my extensive knowledge in the healthcare field will transfer seamlessly into managing the specifications of this role. In my most recent academic experience, I attended medical school for 2 years and the management, diagnosis and epidemiological spread of disease was a topic of rigorous study.

I recently decided to take a step back as I felt that I would serve much better in a different aspect of patient care. Throughout my time in school, it became abundantly clear to me where exactly the pitfalls in our health care system are. I have now made it a personal goal of mine to contribute my time and efforts into something I whole heartedly believe in.

I can assure you that my organizational and communication skills are exceptional. I have had first-hand experience with tough and sensitive conversations and I understand acutely how a diplomatic and confident voice can go a long way to motivate others.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you in advance for your consideration.

Sincerely,

Michelle Menard
12138 Magazine Street, Apt 1202
Orlando FL, 32828
(407)-369-3966
MichelleEMenard@gmail.com