

December 7th, 2020

Hiring Manager  
Human Resources Department

To whom it may concern,

I am writing regarding the possibility of employment as a Medical Technologist with Kendall Regional Medical Center in Kendall, 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 hospital. Specifically, I am well versed in a lab/clinical setting, I have extensive knowledge in Biological Sciences that I am confident will assist me in achieving superb results, and I have extremely strong communication and organizational skills which allows me to provide not only excellent exceptional work but an inviting and team driven environment for my coworkers.

The enclosed resume will give you additional background information. My educational background allows me to apply for licensure as a Medical Laboratory Technologist which I am currently in the process of obtaining in order to meet the needs of your organization. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you for your consideration.

Sincerely,

Michelle Menard  
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