November 9th, 2016

Hiring Manager

Human Resources Department

Central Florida Regional Hospital

Dear ED Nursing Directior of Central Florida Regional Hospital,

I am writing regarding the possibility of employment as an Admission Med History Assistant at Central Florida Regional Hospital in Sanford, FL.

#### In my current position at the Hartford Insurance Group I manage over 100 claimants planning, recommending, and executing the investigation and disposition of claims. I have extremely strong communication and organizational skills which allows to provide not only excellent customer service but an inviting and team driven environment for my coworkers. Additionally, I have six years of experience in retail and hospital pharmacy as a pharmacy technician. I have exceeded at every level in my pharmacy career and would love an opportunity to showcase these skills within your organization.

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 for your consideration.

Sincerely,

Michelle Ingram

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Orlando FL, 32801

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