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

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