November 28th, 2020

i3 Health

Hiring Manager

Human Resources Depart

To whom it may concern,

I am writing regarding the possibility of employment as an Assiociate Editor at i3 Health in Miami, Fl.

#### I am confident that the knowledge base and experience I have gained within the MD program at the Medical University of Americas makes me an ideal candidate for i3 Health. Throughout my professional and academic career, writing and articulating my ideas has always been second nature. 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. I have published research and am very familiar with technical writing. Additionally, in order to fine tune my technical writing skills, I am currently enrolled in a certificate course in Medical Writing.

#### Although my experience showcases a more indirect knowledge of Medical Writing, I am confident that my adaptability and trainability will make me a key asset for 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 Menard

12138 Magazine Street, Apt 1202

Orlando FL, 32828

(407)-369-3966

MichelleEMenard@gmail.com