

# Melinda Day, MD, MMM

Physician Executive | Hospital Executive Leadership



<Date>

<First Name> <Last Name>

<Title>

<Firm Name>

<Address>

<City, State Zip>

Re: <Advertised Position Details>

Dear <Courtesy> <Last Name>:

In today's increasingly complex health care environment, Chief Medical Officers are being called on more and more to serve as a bridge between physicians and hospital administrators, providing unified and integrated strategic leadership that connect organizational silos and align both administrative and clinical imperatives that drive results on all fronts: quality, safety, efficiency, and cost containment.

This is the value I have added as a business-savvy physician executive who is a practicing MD licensed in six states, simultaneously serving in chief executive leadership and director roles. Deeply committed to building top-performing, patient-centered medical operations, I have spent the past 15 years building a reputation as a transformational leader who has elevated the emergency services performance of multiple hospitals to top-tier, award-winning results. Some examples:

- ▶ Someplace Health: As the System Chief, my team and I delivered huge improvements in a very short span of time, cutting 10-hour wait times to 50-minutes on average, delivering millions of dollars in savings by decreasing denials and improving staffing efficiency, and producing double-digit improvements in multiple other areas.
- ▶ Some Hospital: As Chief of Emergency Services, I transformed and propelled the hospital's ED to the top performer within the University of Somewhere Medical System. These are sustained results that positively impacted quality, timeliness, and effectiveness of care in dramatic ways that have had enduring benefits.
- ▶ Some Medical Center: As Vice Chief of Emergency Medicine, I launched observation medicine, started a chest pain center, and started a wound center, programs that helped grow Some Medical Center to the busiest and highest-acuity trauma center in Northern L.A.. I also served as the Medical Director of the Chest Pain Center and in two years the hospital went from 33% compliance to 100% (national guidelines for treating heart attacks) and sustained that for the next five years under my leadership. These achievements were key in winning the Truven "Top 100 Hospital" and "Top 50 Cardiovascular Hospitals" awards in addition to the Everest "100 Top Hospitals" award recognizing rapid performance improvement.

I am confident I can lead <Hospital Name> to achieve similar results and benefits and I would be very interested in meeting with you to learn more about the <Job Title> position. For your review, I have enclosed my résumé. In advance, thank you! I can be reached at 000.000.0000.

Sincerely,

Melinda Day



000-000-0000



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www.linkedin.com/in/fake