

JANE JOE

(000) 000 - 000 | EMAIL.COM

DATE

COMPANY INFORMATION

ADDRESS

Dear Hiring Committee:

I am interested in Lab Assistant/ Phlebotomist position at Hospital. I heard about this job opportunity from the company website.

I believe I am a great fit for this position as I have previous lab assistant and phlebotomy experience, as well as experience in working the front desk. I have great interest working with your company because Hospital's (insert their core values listed on website) and are key factors that lead to my own professional success. Through my professional experience, I found that (tie example into a core value). I hope to utilize experience from my pervious lab experience to provide the upmost care in Hospital.

I truly believe that the combination of my extensive background in the medial field in addition to my education in Human Development at UC San Diego, will allow me to be an ideal fit for the lab assistant and phlebotomy position at Hospital.

I would be happy to discuss this position further with either a phone or in-person interview. Please reach me at (000) 000 – 0000 or at email.com, and I look forward to speaking to you soon.

Sincerely,

Jane Joe