Name…

Address….

Contact person

Title

Organization name

Organization address

Dear..{Dear Contact person (no first names!!)}:

Please consider this letter of application and resume for the position of MRI Technologist.

I am writing in response to your advertisement for the position of MRI Technologist. As my resumé indicates, I have completed my MRI Advanced Technical Certificate and have many hours of clinical experience. I feel that my education, experience, and skills qualify me for the position you advertised. I am highly motivated, stimulated by responsibility, and willing to take initiative in situations.

One of the most fulfilling aspects of being an MRI Technologist is interacting with patients and explaining MRI procedures to them. During the process, I always ensure that my patients are comfortable and the examination is smooth and simple. In addition to the relational aspect of the job, my technical knowledge of different imaging machines produces the desired results. Apart from having excellent technical knowledge, I am dedicated and passionate towards my work. In my opinion, the relational aspect of this job – truly understanding where a patient is coming from, teaching them about the procedure, and gaining their trust by clearly explaining what we are doing -- is every bit as important as the technical knowledge required of an MRI Technologist. While my interpersonal skills and technical skills make me an excellent candidate for this position, I also have ample experience in the administrative aspects that an MRI Technologist must possess. For example, during my clinical rotations at Texas Health Presbyterian and Baylor, I used my organizational skills to prioritize assignments in a fast-paced environment. Despite the patient load, I calmed anxious patients waiting for their scheduled appointments.

I am confident in my abilities to perform as a MRI Technologist and look forward to speaking with you further about this position. I would appreciate an opportunity to meet with you to discuss my qualifications and your position.

Thank you for your time and consideration.

Sincerely,