

# Sheetal Parmar

## Phlebotomist

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sheetal@example.com

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**Dear Recipient Name:**

Shawn Hughes suggested that I contact you regarding the open phlebotomist position with Company Name. My educational background in medical science, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than 6 years of experience in the field of area of professional expertise. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in professional expertise, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at phone. I look forward to meeting you to further discuss employment opportunities with Company Name.

Sincerely,

Your Name  
Enclosure