

JANE SMITH

123.456.7890 | janesmith@email | LinkedIn:janesmith

November 20, 2020

Mr. Brian Jones
Director of Health Policy & Communications
ABC Healthcare
Company Address
New York, NY 10001
Re: Job ID #0987654321

Dear Mr. Jones,

I am writing to express interest in the Policy Administrator position. As an accomplished professional with a background spanning healthcare, legislature and social service, I am well prepared to significantly contribute to ABC Healthcare's goals and objectives in this role.

My experience lies in supporting programs, legislative activities and policy development efforts to achieve desired goals. This, combined with my direct patient care experience, has enabled the opportunity to develop a well-rounded skill set and knowledge base. In addition, I am currently working towards my Master of Social Work, with an expected completion date of June 2020.

Highlights of my experience include:

- Oversaw the planning and support of community programs, covering a range of industries, including healthcare, public policy and legislature.
- Served as lead legislative intern on bills being pushed forward; worked closely with stakeholders and key decision makers to support legislative efforts across the community.
- Advanced coaching, training and mentoring strengths with proven ability to guide others toward achieving their individual goals and personal objectives.
- Well-rounded career across healthcare and social services has provided the opportunity to build a broad-based skill set encompassing leadership, program support and community advocacy.

My skills in program coordination, health policy and legislative efforts have contributed to my success to date and I am confident my additional strengths will readily translate to your environment. I welcome the opportunity to meet with you to discuss my qualifications and the role. Thank you for your consideration and I look forward to speaking with you soon.

Sincerely,

Jane Smith