

SAMPLE STUDENT

Palatine, IL 60067 | 847.925.6000 | samplestudent@gmail.com | www.linkedin.com/in/samplestudent

April 20, 20xx

Hiring Manager
ABC Hospital
630 Lilac Lane
Schaumburg, IL 60067

Dear Hiring Manager,

I am applying for the **Diagnostic Cardiac Sonographer** position at ABC Hospital that is posted on Harper College's online job posting system, Hire a Hawk. My education and experience will allow me to make a positive addition to your team and successfully perform the responsibilities required for this position.

As you can see from my resume, I will be graduating in August with an Associate in Applied Science, Diagnostic Cardiac Sonographer degree. I have completed my clinical experience, and I will be taking the American Registry for Diagnostic Medical Sonography Certification examination in August. My qualifications include:

- Ability to perform Echocardiograms following established protocols
- Experience explaining cardiac testing procedures to patients
- Knowledge of medical terminology and confidentiality requirements
- Interacting with physicians and patients in a professional manner
- Outstanding communication and collaborative skills
- Excellent computer skills used in documenting and maintaining department paperwork, charts, and reports

ABC Hospital has a reputation for providing excellent care for its patients, and that is the type of organization I want to contribute my passions and talents. I look forward to the opportunity to discuss my qualifications. Thank you for your consideration.

Sincerely,

Sample Student