Sample Student
Palatine, IL 60067
847.555.1212
samplestudent@gmail.com
www.linkedin.com/in/samplestudent

March 11, 20xx

Hiring Manager
ABC Hospital
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Health Information Technologist** position at ABC Hospital that is posted on Harper College's online job posting system, Hire a Hawk. My skill set closely matches what you are looking for in a Health Information Technologist and I will be a valuable addition to your team.

I am currently completing my Associate in Applied Science Health Information Technology Degree at Harper College. I have obtained my Certified Coding Specialist Certification (CCS) and plan to take the Registered Health Information Technology (RHIT) exam in July. My coursework and externship experience have given me a strong foundation in the field of Health Information Technology. My additional qualifications include:

- Knowledge of medical terminology
- Experience in using ICD and CPT coding to input, code and abstract patient data
- Skilled in using MEDCIN, VistA and 3M Encoder
- Ability to search for missing or late-arriving reports
- Investigation of uncodeable diagnoses and help with chart completion
- Excellent interpersonal skills and ability to deal with problems in a professional and confidential manner

ABC Hospital has a reputation for providing excellent care for its patients and that is the type of medical organization to which I would like to contribute my passion and talents. Thank you for your consideration.

Sincerely,

Sample Student