

## **SAMPLE STUDENT**

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February 10, 20xx

Hiring Manager  
ABC Surgical Center  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Phlebotomist** position at ABC Surgical Center that is posted on Harper College's online job board, Hire a Hawk. My education and previous experience allow me to successfully perform the responsibilities of this role. In addition, ABC Surgical Center has a reputation for providing excellent care for its patients and that is the type of medical organization I would like to contribute my passion and talents.

As you can see from my resume, I am currently completing my Phlebotomy Certificate from Harper College. I plan to take the Phlebotomy Technician Certification examination in May 20xx. My additional qualifications include:

- Ability to collect timed samples on schedule and follow established guidelines for laboratory specimens
- Experience following all laboratory safety rules and reporting of possible hazards
- Maintains and organizes records such as logs, workload, and requestions for accuracy
- Follow all HIPAA guidelines to maintain confidentiality confidentiality of patient information
- Excellent computer skills and outstanding communication skills

Thank you for your consideration. I look forward to the opportunity to meet with you about how my skills and experience can assist ABC Surgical Center.

Sincerely,

Sample Student