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April 20, 20xx

Hiring Manager
ABC Hospital
666 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. My education and experience would 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
- Interact with physicians and patients in 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 to which I would like to contribute my passion and talents. I look forward to the opportunity to discuss my qualifications. Thank you for your consideration.

Sincerely,

Sample Student