

**SAMPLE STUDENT**

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February 10, 20xx

Hiring Manager  
Riverside Health and Rehabilitation Center  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Dietetic Technician** position at Riverside Health and Rehabilitation Center that was posted on Harper College's online job posting system. My education and experience would allow me to successfully perform the responsibilities required for this position.

As you can see from my resume, I will be graduating in May with an Associate in Applied Science, Dietetic Technician degree. Upon completion of this program, I will have completed 450 hours of supervised practice experience in many different types of health care facilities. I believe I would be a positive addition to your team. My qualifications include:

- Ability to assess nutritional care of clients and address their nutritional risks
- Understanding of food services sanitation processes
- Strong knowledge of medical terminology
- Outstanding communication and collaborative skills
- Excellent computer skills used in documenting and maintaining department paperwork

Riverside Health and Rehabilitation Center has a reputation for providing excellent care for its residents and that is the type of organization I would like to contribute my passion and talents. I look forward to the opportunity to meet with you. If I can provide any additional information, please contact me. Thank you for your consideration.

Sincerely,

Sample Student