

SAMPLE STUDENT

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May 20, 20xx

Human Resource Manager

ABC Hospital

4200 West Avenue

Chicago, IL 60602

Dear Human Resource Manager,

I am applying for the **Radiologic Technologist** position at ABC Hospital that is posted on the ABC Hospital website. My education and clinical rotation experience will allow me to successfully perform the responsibilities required of a Radiologic Technologist at your hospital.

As you can see from my attached resume, I have recently completed my Associate of Applied Science in Radiologic Technology Degree at Harper College and I will take the American Registry of Radiologic Technologists (A.R.R.T) Exam in July 20xx. I have gained a great deal of experience in my coursework and during my supervised clinical rotations. In addition, my qualifications include:

- Experience determining appropriate radiologic techniques
- Ability to position patients using immobilization and support devices
- Operate radiographic, fluoroscopic, portable, computed radiography and PACS equipment
- Maintain safe patient and work environment by being aware of safety hazards
- Highly organized, able to work independently and as part of a team while under pressure
- Excellent verbal, written and interpersonal communication skills

I would welcome the opportunity to become part of the ABC Hospital team and contribute to your mission of providing exceptional healthcare to the communities you serve. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student