

Sample Student

Palatine, IL 60067 | 847.555.5555 | samplestudent@gmail.com

July 10, 20xx

Hiring Manager
XYZ Community Hospital
1200 W. Algonquin Road
Palatine, IL 60067

Dear Hiring Manager,

I am interested in being considered for the **Surgical Technologist** position at XYZ Community Hospital, which is posted on your website. I am passionate about working in a team environment and XYZ Hospital is known for their excellence in teamwork. I believe my clinical experience, education, and ability to work under pressure on a team would allow me to make a positive contribution to your hospital.

I will be completing my Associate in Applied Science- Surgical Technology Degree and I plan to sit for the National Board of Surgical Technologists and Surgical Assisting Certified Surgical Technologist (CST) exam in May 20xx. The following qualifications make me a strong candidate:

- Experience providing the appropriate instruments and equipment for surgical procedures
- Ability to perform scrub responsibilities per physician's preference
- Adhere to principles of asepsis and provide a safe environment
- Analytical and organizational skills and ability to interact with patients, staff, and physicians
- Ensure proper stock levels of all supplies

I look forward to the opportunity to discuss this position with you further. Please contact me at your convenience if I can provide additional information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student