

FELIX MUNOZ
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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 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 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. I believe I would be a positive addition to your team. My qualifications include:

- Ability to perform Echocardiograms following established protocols
- Experience explaining cardiac testing procedures to patients
- Knowledge of medical terminology and confidentiality requirements
- Interacting 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 meet with you in person. If I can provide any additional information, please contact me. Thank you for your consideration.

Sincerely,

Felix Munoz