

PAT SUMMERS

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February 10, 20xx

Ms. Jane Smith
Human Resource Manager
ABC Surgical Center
1200 West Algonquin Road
Palatine, IL 60067

Dear Ms. Smith:

I am applying for the **Phlebotomist** position at ABC Surgical Center that was posted on Harper College's online job posting system. My education and experience would allow me to successfully perform the responsibilities.

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

- Ability to collect timed specimens on schedule and follow established guidelines for laboratory specimens
- Experience following all laboratory safety rules and reporting of possible hazards
- Properly completing laboratory accession records and performing record audits
- Strong knowledge of medical terminology
- Excellent computer skills and outstanding communication skills

ABC Surgical Center has a reputation for providing excellent care for its patients and that is the type of medical 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,

Pat Summers