

NAME

1234 Fenton Street • Westminster, CO 80020 • name@yahoo.com • Mobile: 000-000-0000

April 22, 2013

Contact
Company Name
Address
City, State Zip

Dear _____:

I am an experienced professional interested in your current opening for a Surgical Technologist. I've included some highlights, both professional and educational that may be of particular interest to you. For your convenience I've also attached a resume for your review.

Highlights of my professional experience:

- Completed 200-hour Surgical Technologist Externship at West Alameda Family Medical Center
- Six years of face-to-face customer service experience with clients from varied social statuses.
- Outstanding performance in building and managing customer relationships.

Highlights of my education:

- Perfect Attendance
- 4.0 GPA
- Student Ambassador - Over 500 hours of volunteer work.

I have always had a passion for helping others and contributing to society. I am looking forward to pursuing my career in the Medical and Surgical Field, and I would welcome the opportunity for a personal interview at your convenience. Thank you for your time and consideration.

Sincerely,

Name