

# **N A M E**

---

1234 W. 110th Court  
Westminster, CO 80234

---

Mobile:000-000-0000  
name@gmail.com

August 26, 2011

Name  
Company  
Address  
City, State, Zip

Dear Mr. \_\_\_\_\_:

I am a dedicated Surgical Technologist graduate with a 4.0 cumulative GPA, an Associate Degree and professional work experience. I really enjoy working with people, have a positive attitude and am always seeking ways to improve the lives of others.

My externship experience included both front and back office duties. I am comfortable and confident in both. I am flexible and enjoy being wherever I am needed.

I am very interested in the Surgical Assisting opportunity with your office and learning more about it. What interested me most was that you're a specialty practice, the busy office environment and your location. This is exactly what I'm looking for and where I know I would be able to best contribute what I have to offer. I also have previous experience working with operating room responsibilities including central supply duties in hospitals such as St. Jude and Lakeside in Memphis, Tenn., as well as in research at the University of Memphis.

I've attached my resume for your review and I look forward to hearing from you soon. Should you have any questions, you can reach me at 000-000-0000.

Thank you in advance for your time and consideration!

Sincerely,

Name