



## Cover Letter Example Letter of Interest

Director Health Services Recruitment  
**University Medical Clinic**  
1234 Main Street  
Anytown, USA 55555

Dear Director of Human Resources, *(If you have the name of the person, be sure to use it)*

I am contacting you in hopes that you may be of some assistance. I am interested in identifying any appropriate opportunities that might be available at University Medical Clinic.

As you can see from my resume, I possess 13 years with Wellness Medical Center as Director of Respiratory Therapy and have many years of experience in addition to the management experience. Although I enjoy my current position and employer very much, I have heard through numerous UMC staff how wonderful your organization is and many have expressed how fortunate they are to be a part of the University Medical Clinic family. I have also had the opportunity to review your organization's web site and feel based on your mission statement and your overall organizational structure, UMC possesses a vision that fits well with my career goals.

I would be very interested in meeting with you to further explore how my credentials, education and experience can be of benefit to University Medical Clinic. My contact information is on my resume and I look forward to hearing from you or a representative of your organization soon. Thank you for your time.

Sincerely,

John Q Public