



Cover Letter Example Responding to Job Posting

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

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

I am submitting my resume for consideration for the position of Director of Imaging Services, posting #D5698, which I saw posted in the Sunday January 9th edition of the Grand Rapids Press.

As you can see from my resume, I possess the experience and education you are seeking in a qualified candidate. Through my 13 years with Wellness Medical Center I have gained valuable knowledge and experience working in a supervisory capacity. Although I enjoy my current position and employer very much, the position you have posted seems to be a great opportunity and a solid fit with my skills and abilities. I have also had the opportunity to review your organization's web site and feel based on your mission statement, that your organization possesses a vision that fits well with my career goals.

To address your request to provide my salary requirements; based on my research of the local market and the skills required for this position, I feel that a salary within the range of \$80,000 - \$90,000 would be agreeable, however I am open to negotiation.

I would be very interested in meeting with you to further discuss my credentials and how my education and experience can be of benefit to University Medical Clinic. Should any questions arise or should you require any additional information, please do not hesitate to contact me.

Sincerely,

John Q Public