

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- Health care coordinator cover letter.

Dear

I'm responding to a job posting from your company. I'd love to be considered for the open position of Patient Care Coordinator at [company name]. I have over [number of years] years of experience working as a [job post], in the health care field.

I earned an associate degree in medical assisting from [college name] college and also completed a [certificate name] certification program there. During this training period, I learned a variety of useful skills related to patient care and assistance. Medical terminology, anatomy, physiology, medical ethics, office administration, nutritional health, first aid care, and vital statistics were all taught to me through these programs. All of these classes prepared me for a career in patient care.

I started working as a [job post] at [company] after graduating in [year]. There, I learned how to prepare healthy meals for a diverse group of clients, many of whom had special dietary requirements. After [number of years] years at [company name], I moved on to [company] as a [job role]. I provided patient care to a number of residents while working at this residential facility.

I look forward to communicating with you via email or phone to discuss my work further.

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]