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SAMPLE COVER LETTER

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1598 Madison Drive  
Lakeside, FL 38138

October 6, 2008

Mr. John J. Executive  
President  
Universal Company  
102 West Tenth Avenue  
Ocala, FL 35502

Dear Mr. Executive:

I am writing in response to the advertisement in the August 3<sup>rd</sup> issue of Modern Healthcare describing the need for a President at Healthcare Management, Inc.

I am currently responsible for the overall operations of 11 hospitals with a licensed complement of 1,700 beds. During my seven-year tenure with Methodist Health Management (MHM), I have converted six hospitals from county ownership to MHM ownership. In my current role as Regional Vice President of Operations, I have significantly improved each hospital's cash flow by \$10M collectively and have written six successful CONs for four CT scanners and two digital subtraction angiography units to broaden the hospitals' revenue bases.

The enclosed resume further highlights my specific accomplishments and the experience I would bring to Healthcare Management, Inc. My current salary is in the \$150,000 range. I am available for an interview or further discussion as appropriate. Please feel free to contact me at the office (305-555-9999) with discretion, or at home (305-555-0000) to establish a time to further explore this opportunity.

Sincerely,

Richard J. Overachiever

Enclosure