

Alicia Jones

Case Manager 123 Address St., Los Angeles, CA aliciajones@youremail.com (123) 456-7890

January 1, 2022

Mark Roberts

Hiring Manager
Suncoast Health
(987) 654-3210
mark@suncoasthealth.com

Dear Mr. Roberts,

As you can see from my attached resume, I have over 10 years of experience serving as an advocate for patients suffering from substance abuse and mental health issues. During my time as a case manager at Los Angeles Rehabilitation, I oversaw 150+ cases related to alcoholism, gambling addiction, and drug abuse. I believe that my ability to foster positive community relationships will allow me to contribute to the fast-paced clinical environment at Suncoast Health.

Your organization's reputation for achieving positive rehabilitation outcomes is what draws me to apply for the case manager role. I am confident that I can help continue to grow this reputation based on the following accomplishments from my career:

- Oversaw all aspects of case management and coordinated with multidisciplinary teams to provide appropriate rehabilitation treatments for substance abuse patients
- Served as an advocate for patients, interfaced with state agencies and legal entities, and built relationships with patients to coordinate stays, resolve payment issues, and ensure quality care
- Identified opportunities to improve case management processes and resolve communication gaps by implementing a standardized weekly case review process

I look forward to speaking with you further about how my case management expertise can aid Suncoast Health in delivering quality patient care. You may contact me via phone or email at your convenience. Thank you for your consideration.

Sincerely,

(Insert Signature Here)

Alicia Jones