

# HIDEO ARAKI

123 Bridge Street, Boston, MA 12345 | youremail@example.com | (123) 456-7890

August 22, 2024

## MR. TYRONE JACKSON

Hiring Manager  
GVT Hospital  
(123) 456-7890  
email@example.com

Dear Mr. Jackson:

In my past year as an RN case manager, I've developed new shared documents that allowed our team to find placement options for each patient more quickly. I'd love to bring that same spirit of continuous improvement to your hospital.

I have six years of case management experience at major hospitals in New England. Over the past three years, I've moved into a more specialized role, helping place patients who are in treatment for opioid addiction. Your job posting intrigued me as I'd love to support your goal of "helping individuals make a smooth transition to their next stage of recovery." My work highlights and qualifications include the following:

- Natural collaborator who builds positive and productive relationships with diverse healthcare professionals
- Skilled at finding creative yet practical workarounds to unexpected issues with patient discharge and placement
- Persistent and diligent about clarifying and addressing the admission rules of each rehab facility

I'd welcome the chance to discuss my skills with you further. Please call or email me to arrange an interview. I'll follow up with you soon to confirm you received my resume and see if you have any initial questions. Thank you very much for your time and consideration.

Sincerely,

*(Insert Signature Here)*

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