

YOUR NAME

789 Anywhere USA, Any state, 12345

(345) 123-3456

123Student@STUDENTS.EDU

Month, Day, Year

Hiring Manager's Name

Hiring Manager's Title

San Joaquin Valley Hospital

1234 S Hospital Road

Anycity, Anystate, Zip

Dear Mr/Ms _____,

I am writing this letter in response to the Surgical Technologist 1 position available at your facility. I am currently a student at San Joaquin Valley College and will be graduating the surgical technology program in August 2011.

I have had clinical experience at both Children's Hospital Central California and Community Regional Medical Center in many different surgical specialties. I have logged more than 500 hours in clinical rotation and during my last semester I even performed in emergency procedures as the first scrub role.

I am available to come by your office any weekday afternoon to further discuss this wonderful opportunity. I can be reached at (345) 123-3456 to answer any questions or to discuss my qualifications. I look forward to speaking with you soon.

Sincerely,

Your Name

Enc: resume