

Month, Day, Year

Hiring manager's name

Title of hiring manager

Company street address

City, State Zip code

Dear Mr/Ms \_\_\_\_\_,

I'm responding to your advertisement that I saw in \_\_\_\_\_ for the surgical technologist position at \_\_\_\_\_. I was impressed by your center's recent expansion and am excited about all the procedures performed at your facility. I recently graduated from \_\_\_\_\_ and am searching for a position where I can further enhance my surgical skills and grow as a CST.

Although some may write off recent students due to their lack of experience, I view it as a way to show off what I have learned throughout my training program. I performed my clinicals at \_\_\_\_\_ and was able to secure an externship at \_\_\_\_\_. I was able to first scrub in more than \_\_\_ cases and was educated on a number of procedures including \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. In 2011, I attended AST's Annual National Conference, where I expanded my surgical knowledge, networked with professionals and learned about my state assembly. However, my most important accomplishment to date is that I took and passed my certification exam making me an official certified surgical technologist.

After reviewing your facility, I believe I am the one you're looking for. I possess the skill set and enthusiasm that will make your team grow even stronger. I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

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