

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed on [where you found the job listing] at [Company's Name]. With my background in electronic health records management and my commitment to improving healthcare delivery, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant accomplishment or responsibility], which resulted in [quantifiable outcome]. My strong analytical skills, attention to detail, and proficiency with [specific software or systems relevant to the job] make me an ideal candidate for this position.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values], and I am eager to bring my expertise in [specific skills or experiences relevant to the job] to your organization.

I have attached my resume for your review and would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]