

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 Electronic Health Records (EHR) Specialist position at [Company's Name], as advertised [where you found the job posting]. With a background in health information management and extensive experience in EHR systems, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company's Name], I successfully [briefly describe a relevant achievement or duty related to EHR, such as optimizing EHR workflows or training staff]. This experience honed my skills in [mention specific EHR software or relevant skills], and I am dedicated to ensuring accurate and efficient management of patient records.

I am pleased to provide recommendations from [Names of recommenders, e.g., past supervisors or colleagues] who can attest to my professionalism and expertise in EHR management. They can provide further insights into my contributions to [specific achievements or impact related to EHR].

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can add value to your team at [Company's Name]. I can be reached at [your phone number] or [your email address] to arrange an interview.

Sincerely,
[Your Name]