

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Hiring Manager's Name]  
Kaiser Permanente  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at Kaiser Permanente as advertised on [where you found the job listing]. With a background in [Your Field/Industry] and a strong commitment to [relevant quality or value related to the position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility that relates to the job]. This experience honed my skills in [specific skills related to the job], and reinforced my passion for working in a healthcare environment where I can make a positive impact on patient care.

I am particularly drawn to this position at Kaiser Permanente because [mention why you want to work at Kaiser and how it aligns with your career goals]. I appreciate your commitment to [mention any specific values or initiatives of Kaiser Permanente] and I am eager to bring my expertise in [specific skill or experience] to your esteemed organization.

Enclosed is my resume, which provides further details about my qualifications. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Kaiser Permanente. Thank you for considering my application. I hope to speak with you soon.

Warm regards,  
[Your Name]