

[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 [specific position title] at Kaiser Permanente as advertised on [where you found the job listing]. With a background in [your field or expertise] and a passion for [related interest], I am excited about the opportunity to contribute to your team. In my previous role at [Your Previous Company], I successfully [describe a relevant achievement or responsibility that relates to the job]. This experience has equipped me with [mention relevant skills or knowledge], which I believe aligns well with the requirements of the [specific position title] at Kaiser Permanente.

I am particularly drawn to this position because [explain why the position or Kaiser Permanente appeals to you]. I admire Kaiser Permanente's commitment to [mention any known values, missions, or initiatives of the company] and I am eager to be part of a team that [describe how you hope to contribute].

Enclosed is my resume that provides further detail about my background. I am looking forward to the opportunity to discuss how my skills and experiences align with the goals of your team. Thank you for considering my application.

Sincerely,
[Your Name]