

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Support Staff position at Kaiser Permanente, as advertised on [where you found the job listing]. With my strong background in administrative support and commitment to providing exceptional patient care, I believe I am an excellent fit for your team.

In my previous role at [Your Previous Company], I successfully managed a range of administrative tasks, including scheduling appointments, maintaining patient records, and assisting in the coordination of healthcare services. My experience has equipped me with the ability to work efficiently in a fast-paced environment while maintaining a high level of organization and attention to detail.

I am particularly drawn to Kaiser Permanente's commitment to integrated healthcare and community service. I am excited about the opportunity to contribute to a team dedicated to improving the health and wellbeing of patients. My proficiency in [specific skills relevant to the job, e.g., electronic medical records, patient communication] aligns well with the requirements of this position.

I am eager to bring my strong work ethic, compassionate nature, and dedication to excellence to the Support Staff role at Kaiser Permanente. Thank you for considering my application. I am looking forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]