

****Letter Writing Tips for Kaiser Application****

1. **Start with a Professional Greeting**

- Example: "Dear Hiring Manager," or "To Whom It May Concern,"

2. **Introduce Yourself**

- Example: "My name is [Your Name], and I am applying for the [specific position] at Kaiser."

3. **State Your Purpose**

- Example: "I am writing to express my interest in the [specific position] and to highlight my qualifications."

4. **Highlight Relevant Experience**

- Example: "With [X years] of experience in [relevant field], I have developed skills in [specific skills] that align with the requirements of the position."

5. **Express Enthusiasm for Kaiser**

- Example: "I am particularly drawn to Kaiser due to its commitment to [specific value or attribute of Kaiser]."

6. **Conclude with a Call to Action**

- Example: "I look forward to the possibility of discussing my application in further detail."

7. **Use a Professional Closing**

- Example: "Sincerely," or "Best regards," followed by your name.

8. **Proofread for Clarity and Grammar**

- Example: Ensure there are no typos or grammatical errors before sending.