

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Hospital/Clinic Name]  
[Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Ultrasound Technician position at [Hospital/Clinic Name] as advertised on [where you found the job listing]. With a strong background in diagnostic imaging and a passion for patient care, I am excited about the opportunity to contribute to your team.

I obtained my [Degree/Certification, e.g., Associate of Applied Science in Diagnostic Medical Sonography] from [School Name] and have [number] years of experience working in [specific settings, e.g., hospitals, outpatient clinics]. My expertise includes performing a range of ultrasound procedures such as [list specific procedures you are skilled in, e.g., abdominal, obstetric, vascular], ensuring accurate imaging while maintaining a high standard of patient comfort.

In my previous role at [Previous Employer], I successfully [describe a relevant achievement or responsibility, e.g., implemented a new patient scheduling system that improved workflow and reduced wait times]. I have also been commended for my ability to work collaboratively with physicians and nursing staff to provide comprehensive patient care. I am particularly drawn to the mission of [Hospital/Clinic Name] in [mention something specific about the institution's mission or values] and believe my skills align well with your team's commitment to exceptional patient-centered care.

I am eager to bring my expertise in ultrasound technology and my dedication to patient care to [Hospital/Clinic Name]. I have attached my resume for your review, and I would appreciate the opportunity to discuss my application in further detail.

Thank you for considering my application. I look forward to the possibility of contributing to your esteemed institution.

Sincerely,  
[Your Name]