**365 Example Street  
Parma, OH 63258**

**June 9, 20XX**

**Mr. Peter Jones  
HR Manager  
Parma Community General Hospital  
514 South Street  
Parma, OH 36214**

**Dear Mr. Jones:**

It is with great interest that I submit my resume as an application for the position of Clerical Associate at the Parma Community General Hospital. The clerical and secretarial positions I have held in the past four years have given me numerous opportunities to develop the expertise you require.

Following are some highlights of my qualifications which are most relevant to your requirements:

• Highly skilled in answering phone, relaying messages, and greeting visitors courteously  
• Able to transcribe and communicate physician orders perfectly  
• Competent at maintaining patient and unit logs and records

Furthermore, I am able to communicate in English/Spanish and expert in MS Office Suite. My enclosed resume contains more details about my skills and abilities appropriate to a Clerical Associate position.

I look forward to meeting with you to further discuss how my qualifications meet the needs of this position. I will contact you next week to follow-up. I can be reached at (009) 999-XXXX or [Email Address].

**Sincerely,**

**(Signature)**

**Anna Anderson**