

From: Gerri Mitchell
To: Annabel Kennedy
Sent: Monday, April 25, 20XX Time in PM
Subject: Gerri Mitchell- Resume: Compliance Officer
Attachment: Gerri Mitchell Resume and Cover Letter.doc (19.5KB)

Dear Ms. Kennedy,

I learned of the Compliance Officer position with the Harborview Medical Center Administration through the University of Washington School of Public Health and Community Medicine job listings web site. I am very interested in applying for this position. I will be completing my Masters in Public Health in June 20XX, and I have over five years experience with health care compliance programs and six months experience in health policy review. I do well with organizing, problem solving and coordinating programs- especially related to policies and procedures. My resume is included below and attached for your review. I look forward to discussing further with you how my background and qualifications might fit with the Compliance Officer position. Thank you for considering my application.

Sincerely,
Gerri Mitchell
(206) 555-XXXX

Gerri Mitchell
5037 40th Avenue NE
Seattle, Washington 98105
(206) 526-XXXX
example@aol.com

OBJECTIVE: Medical Center Compliance Officer

QUALIFICATIONS SUMMARY:

- * Five years experience in design and implementation of health care compliance programs
- * Over six months experience in health policy review for large inner city medical center
- * Strong understanding and application of medical billing, coding and audit controls to ensure compliance with the changes and modifications of federal and state regulations
- * Highly effective at recognizing program problem areas and generating solutions