**PATIENT CARE COORDINATOR COVER LETTER**

Dear Ms. Murphy,

I am writing to apply for the patient care coordinator position advertised in last Sunday’s paper. Having worked in this position at Smithtown General Hospital for the last four years, I’m sure I have just the experience you are looking for.

From an early age, I have been interested in health care, as my mother worked her entire life in nursing. Although I also started out as a nurse, I quickly found that I had an interest and aptitude for administrative work. As a patient care coordinator, I believe I have found my perfect niche.

I’m deeply grateful that I still get to have patient interaction and that I am able to use my knowledge of nursing, compassionate communication, and administrative abilities to help people. In addition, throughout the course of my employment. I’ve found ways to assist in streamlining patient care, making things more efficient for my coworkers and less stressful for our patients.

I look forward to meeting with you in person to discuss how my abilities could be brought to serve your facility. Thank you so much for your time.