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| **Robert smith**  **Emergency Room Technician** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is with reference to the job opening for the position of Emergency Room Technicianpublished at XXXX. I hold 3 years of experience working at the same position in a reputed hospital. I understand the roles and responsibilities of the person working in the emergency room.

I have necessary qualifications, skills, and experience in handling my job and can-do justice to the patients under my care. I believe that this makes me the right fit for the job. In the past, I have worked with a lot of medical entities, hence, using my knowledge and understanding of the job, I can surely add value to your reputed hospital and its operations.

As part of my present job requirements, I am responsible for-

* Maintaining a day-to-day record of the patient.
* Communicating medical reports with doctors.
* Providing medication on time to the patient.
* Cleaning of equipment timely.
* Preparing and ready room equipment.
* Collecting samples of patients and send to the lab.
* Must follow the rules and regulations.

Requesting you to give me a chance to work in your esteemed organization. I assure you that I will work hard and meet your expectations and beyond.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]