[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],

The moment I saw the job advertisement in \*\*\* for a new Hospital Porter role at \*\*\*, I hastened to submit my resume, as the job requirements specified in it intrigued me and I feel that it directly relates to my career profile. With more than 5 years of hospital porter experience and multitasking abilities, I strongly believe that I am well-positioned to bring my potential to \*\*\*. On reviewing my resume, you would know that I had always thrived to attain the goals of my previous companies, and I am willing to do the same at \*\*\*. I am extremely proficient in collecting and disposing of medical wastes, and I am also physically strong which aids me to shift and move patients to and from wheelchairs, and bed trolleys. Some of my core accomplishments and accountabilities include –

* Strong communication skills to not just talk with the patients, but to foster and build in their trust and strength to undergo the treatment and believe in the treatment and stay process, I had been praised by my patients and management for this skill of mine as it has put many patients at ease during their medical procedures.
* Well-acquainted with the safe and efficient disposal of medical and other wastes, and adherence to safety protocols at all times.
* My volunteer experience throughout my career helps me to deal with elderly people easily, and I can be counted on when it comes to responding at times of assistance.
* I have also worked at \*\*\* for one year as a general maintenance worker, hence I can manage efficiently malfunctioning equipment.
* Skilled at multitasking, and am flexible in arranging work priorities

I very well understand that working in a medical setting requires flexibility and team effort, and I can handle this, and unexpected situations easily. I am emotionally stable to help people facing a personal crisis. And, for this matter, I am confident that my background and experience will surely prove to be the best fit for the position at \*\*\*\*. In case you would be needing any further detail, you can ring me at () or email me at () to schedule a meeting. Thanks for your consideration and time.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Hospital Porter**