[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],

When I learned of \*\*\*\*’s need for an experienced Nutrition Coordinator, I hastened to submit my resume for your perusal. I have a Master’s degree in Nutrition and Dietetics from \*\*\* University and more than 10 years of experience working as a Nutritionist. My experience in diet, and nutritional requirements, along with my passion for helping people with their healthy eating habits – makes me believe that \*\*\* is the perfect place where I can continue my professional development, and simultaneously share my service record to benefit the organization. In my previous workplace at \*\*\*\*, I spearhead all aspects of the nutrition department from developing and implementing nutrition education programs for children, adults, and families to conducting individual and group counseling sessions, and providing nutritional assessments and recommendations. Consider the following highlights of my qualifications –

* Demonstrable experience in providing consulting services with patients, developing customized menus for a variety of populations, including those who are obese, diabetic, and pregnant
* Strong communication skills to effectively interact with cross-functional medical terms and drive goal achievement; strong abilities in program planning, strong communication, and relationship management skills.
* Apart from my Master’s degree, completed comprehensive training and industry conference participation in \*\*\* to continually advance my skills and knowledge
* Serving as a Junior Nutritionist at \*\*\* for 3 years, liaising with nurses, medical professionals, and registered dietitians to assess and treat patients desiring nutritional outcomes
* Consulting directly with the Cooking team for menu development, and ensuring the food is cooked in a hygienic and safe environment

With my prior experience and education in nutrition, complemented by my commitment to supporting patients’ dietary health and wellness, I am excited to join \*\*\* which is a pioneer in helping people improve their health and well-being. Most importantly, I am confident that I would be a valuable asset to your organization, and am eager to discuss the position in further detail. Thank you for your time and consideration.

Sincerely,

[Your Name]

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

**Robert Smith**

**Nutrition Coordinator**