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| **robert smith**  **Practice Manager** | 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 job application is in direct response to the advertisement for your Practice Manager posted in the classified section of XYZ Newspaper. As a detail-oriented and committed professional, I have gained a comprehensive knowledge of the field processes and strategies.

Take a look at my current set of job responsibilities:

* Oversee the routine business activities of the hospital.
* Recruit and train new employees.
* Administer the performance of the administrative staff.
* Prepare the annual budgets and payroll.
* Formulate various departmental strategies.
* Restock the required inventory.
* Perform other required responsibilities.

I possess remarkable communication ability, outstanding staff management skills, and financial knowledge, which helps me perform the duties mentioned successfully. Thus, I think I am an ideal candidate for the job role.

Thank you for considering my job qualification for the open post of Practice Manager. My accompanying resume will share advanced knowledge about my academic details and work history. I look forward to having a detailed discussion on job expectations further.

Best Regards,

[Your Name]