

# TARA LAWRENCE COLE

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Long Island Health Care System  
Human Resources Department  
555 Suffolk Avenue  
Brentwood, NY 11717

Re: HCMTG7

Dear Human Resources Administrator:

In response to your open position announcement in *Newsday* for a health care management trainee, I have enclosed my résumé for your review and consideration. Ideally, this position will allow me to further my understanding of the health care system while allowing me to contribute to the management and improvement of day-to-day facility operations.

I offer a Bachelor of Science degree in Health Care Management, along with valuable internship experience gained at Prince of Peace Nursing Home. During this time, I had the opportunity to work closely with other health care professionals to ensure quality resident care, regulatory compliance, and workflow efficiencies.

Prior experience includes positions as a Certified Lifeguard and Teacher Assistant. In these capacities, I proved myself as a caring and responsible person who can be depended upon to manage multiple activities while ensuring the well-being of others. Combined, I am confident I would be an asset to your health care management team.

If you feel there is a mutual interest, I would welcome the opportunity to interview for a suitable position, as I am eager to join a progressive health care facility such as yours. Thank you for your review and consideration. I look forward to hearing from you soon.

Sincerely,

Tara Lawrence Cole