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Salisbury, MD 20000
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April 2, 20XX

Ms. XXXXX XXXXXXX, MS MT(ASCP)
Core Lab Supervisor
St. Joseph Medical Center
7601 Osler Drive
Towson, MD 21204

Dear Ms. XXXXXXXX:

I recently learned of openings for the Medical Technician Summer Internship Program from my Program Director, XXXXXX XXXXXX. After talking to her about this opportunity, I would like to convey my genuine interest in this position at St. Joseph Medical Center. The background and experience I have provide an excellent opportunity to excel at this position. Furthermore, my enthusiasm will be unmatched because of my commitment and interest of science especially in the laboratory setting.

I am currently pursuing a Bachelor of Science degree in Clinical Laboratory Science/Medical Technology at Salisbury University. My related coursework has allowed me to gain insight into different departments in the hospital laboratory including Hematology, Microbiology, and Biochemistry. In addition, I have acquired knowledge about proper specimen collection/handling, quality control and laboratory safety. Moreover, I gained phlebotomy experience and learned how to perform routine laboratory tests for each department. As you can see from my resume, I have excelled academically but I am now excited about gathering “real world” experience with such a prestigious hospital, as St. Joseph Medical Center.

Also, I would like to note that I have the determination and the necessary communication skills one needs to interact effectively with physicians, patients, residents, visitors, staff and the broader health community. I acquired these skills while working as Facility Supervisor at Maggs Physical Activity Center, where I provided courteous service to students, faculty, and staff that enter the facility. Having been a member of the Salisbury University Track and Field team, I have learned how to work collaboratively with team members and support their efforts. I feel that these skills are important for this position because often times doctors and lab personnel must work together and laboratory sections overlap in the process of a patient’s diagnosis.

Once again, I welcome the opportunity to meet with you and would greatly appreciate having the chance to further discuss my skills and qualifications. Please contact me at xxxxx@students.salisbury.edu or the telephone number listed above. Thank you for your time and consideration.

Sincerely,

XXXXXXXX XXXXXXXX