

**** Letter for Individual Use ****

DATE

ADDRESS

Dear NAME:

I recently saw your job opening in the LOCATION looking to hire a POSITION NAME. As a Health Information Management (HIM) professional, my educational and professional background has prepared me to be a strong candidate for this position.

As a NAME of DEGREE holder, I am an HIM prepared professional who possesses a unique mixture of education preparing me for numerous careers in various organizations and departments. In addition, I am certified as NAME of CREDENTIAL by the American Health Information Management which validates my competence and exemplifies my expertise to deliver quality health information.

The HIM educational experience is one that prepares its graduates for a broad depth of knowledge for many types of organizations involved in healthcare. By incorporating the disciplines of medicine, management, finance, information technology, and law, I am a well-rounded professional who can successfully fulfill the qualifications required for this position.

I look forward to following up with you in the next week to share more information about my professional knowledge and expertise. I look forward to the opportunity to bring these skills to the position of a ROLE at ORGANIZATION NAME.

Sincerely,

< SIGNATURE >

NAME, CREDENTIALS