

Mary Talley

· 129 Lochmere Lane · Ledyard, CT 06339 · (860) 301-1798 · mattalley777@yahoo.com

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**Human Resources Department
Advanced Medical Care Center
1894 Freedom Avenue
Ledyard, CT 06357**

Dear Hiring Manager,

I am writing in response to the present opening for the Assistant Director of Services position at Advanced Medical Care Center. I am interested in the position, as I am confident that my extensive experience in combination with my commitment and skills will be a valuable asset for both your company and its clients. I have attached my resume along with this letter for your perusal.

Through my training and work experience, I have acquired profound knowledge and practical skills in providing logistics management, ensuring comprehensive assistance in managing patient care, and administering corrections operations. Throughout my professional experience, I have gained proficiency at process improvement, medical office support, and security assessments. Being an excellent communicator, I have successfully cooperated with teammates to ensure high efficiency. Your company then appears to be a perfect place where I can utilize my experience, knowledge and skills to contribute to the development and progress of your organization. Therefore, it will be an honor to become a part of your team and to serve the community together with Advanced Medical Care Center.

I would appreciate the opportunity to further discuss my background and interest in this position with you at a mutually convenient time. I can be reached via phone at (860) 301-1798 if any additional information is needed.

Thank you for your time and consideration.

Sincerely, Mary Talley.

