

**SAMPLE STUDENT**

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February 10, 20xx

Hiring Manager  
ABC Surgical Center  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Phlebotomist** position at ABC Surgical Center that is posted on Harper College's online job posting system. My education and experience would allow me to successfully perform the responsibilities of this position.

As you can see from my resume, I am currently completing my Phlebotomy Certificate from Harper College and plan to take the Phlebotomy Technician Certification examination in May 20xx. My qualifications include:

- Ability to collect timed specimens on schedule and follow established guidelines for laboratory specimens
- Experience following all laboratory safety rules and reporting of possible hazards
- Properly completing laboratory accession records and performing record audits
- Strong knowledge of medical terminology
- Excellent computer skills and outstanding communication skills

ABC Surgical Center has a reputation for providing excellent care for its patients and that is the type of medical organization to which I would like to contribute my passion and talents. I look forward to the opportunity to meet with you. Please contact me if I can provide additional information. Thank you for your consideration.

Sincerely,

Sample Student