

Sample Email Resume and Cover Letter

From: Gerri Mitchell
To: Annabel Kennedy
Sent: Monday, April 25, 2006 3:15 PM
Subject: Gerri Mitchell- Resume: Compliance Officer
Attachment: Gerri Mitchell Resume and Cover Letter.doc (19.5KB)

Dear Ms. Kennedy,

I learned of the Compliance Officer position with the Harborview Medical Center Administration through the University of Washington School of Public Health job listings web site. I am very interested in applying for this position. I will be completing my Masters in Public Health in June 2006, and I have over five years experience with health care compliance programs and six months experience in health policy review. I do well with organizing, problem solving and coordinating programs- especially related to policies and procedures. My resume is included below and attached for your review. I look forward to discussing further with you how my background and qualifications might fit with the Compliance Officer position. Thank you for considering my application.

Sincerely,
Gerri Mitchell
(206) 111-1111

Gerri Mitchell
100 40th Avenue
Seattle, Washington 98105
(206) 111-1111
student@uw.edu

OBJECTIVE: Medical Center Compliance Officer

QUALIFICATIONS SUMMARY:

- * Five years experience in design and implementation of health care compliance programs
- * Over six months experience in health policy review for large inner city medical center
- * Strong understanding and application of medical billing, coding and audit controls to ensure compliance with the changes and modifications of federal and state regulations
- * Highly effective at recognizing program problem areas and generating solutions

- * Excellent oral and written communication skills including report writing
- * Detailed organizer, coordinator and advocate in promoting medical program compliance
- * Reliable developer of policies and procedures to maintain compliance
- * Proficient in MS Word, Access, Excel, and PowerPoint; Internet applications

EDUCATION:

Masters in Health Administration, University of Washington, Seattle, WA, June 2005

BS- Biology, University of Washington, *summa cum laude*, June 2000

BA- Business Administration, University of Washington, June 2000

RELATED EXPERIENCE:

Compliance Intern, Harborview Medical Center, Seattle, WA, 9/03 to present

- * Evaluation and assessment of health policy for compliance with federal and state regulations in the trauma center.
- * Recommended and implemented policy changes resulting in faster and more efficient processing of trauma victim admissions and coding.

Health Care Administrator, Northwest Hospital, Seattle, WA, 6/98 to 9/03

- * Established and maintained federal/state compliance program for 500 bed city hospital which reduced government complaints by 80% within the first year.
- * Reviewed, revised and refined processes and policies to create cross-discipline understanding of compliance procedures.
- * Defended program in reports and presentations to hospital administrators and compliance investigators.