

# Sample Email Resume and Cover Letter

From: Gerri Mitchell  
To: Annabel Kennedy  
Sent: Monday, April 25, 2016 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 2016, 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 40<sup>th</sup> 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 2016

BS- Biology, University of Washington, *summa cum laude*, June 2013 BA-

Business Administration, University of Washington, June 2013

RELATED EXPERIENCE:

Compliance Intern, Harborview Medical Center, Seattle, WA, 9/15 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, 6/13 to 9/15

- \* 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.