

## Paraprofessional Cover Letter Sample 2

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**Lisa Smith**

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July 25, 2018

**Mr. Jerry Pheldman**

Healthcare Administrator

**United Systems Healthcare**

228 Mayberry Street, New Hilden, Texas 95526

Dear Mr. Pheldman,

I noticed your job advertisement on Indeed.com, and I would like to apply for the position of Healthcare Contractor at United Systems Healthcare. My diverse and well-traveled background make me an ideal candidate for a temporary position like this one. I consider myself a journeyman, but I have built a strong list of references due to a job well done at all of my previous paraprofessional positions.

I am currently working in human resources at a staffing agency. I started here as a paraprofessional, and I've remained here because of my ability to link candidates with their perfect temporary jobs. Despite my well-traveled history, however, I am beginning to aspire towards building a career in healthcare. If I land this paraprofessional position, I may well expand my skills and become a permanent fixture in the healthcare industry.

My greatest achievement in my current position took place when I revamped our email marketing campaign to attract new clients. In true paraprofessional fashion, I saw an opportunity to use my creativity to better our workplace. The result? My personalized email campaign drew in a total of 64 additional clients per week over an eight-month period. That effort earned the firm tens of thousands in licensing fees on temporary and eventually permanent hires.

Though I've had great success in HR and other fields I've worked in as a paraprofessional, I owe most of my skills to my time in college. I studied history, and I learned many important skills while doing so. Most importantly, I learned how to *learn*; I pride myself on my ability to create solutions and learn from my mistakes. Writing papers requires an immense amount of research and creativity, and those skills shine through in my life on a daily basis.

In all, I am an ideal candidate for the Healthcare Contractor position at United Systems Healthcare. I pride myself on the skills I learned in school, and I've tried to make a difference in every workplace I've been involved in. Consequently, I hope for an opportunity to do the same at United Systems Healthcare. I look forward to meeting with you soon and further discuss my qualifications for the job.

Sincerely,  
Sarah Smith