

Respiratory Therapist Cover Letter Sample 2

Charles Conley

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Mrs. Abigail Summers

Hiring Manager

Grace Anderson Memorial Hospital

1478 Temple Street, Nashville, Tennessee 21456

Dear Mrs. Summers,

In the past 5 years, I have had the opportunity to work with a number of children in my role as a pediatric respiratory therapist. In addition to my bachelor's degree in respiratory therapy from North Tennessee University, I hold a license with the state of Tennessee as a registered therapist. I also hold the Certified Neonatal Respiratory Specialist certification, and hold both Basic Life Support and CPR certifications. With these experiences and educational background, I feel that I am very qualified for the position of respiratory therapist as advertised on your hospital's website.

In my most current position as a pediatric respiratory therapist, my primary job task is monitoring critical care patients who are on ventilators. I am responsible for administering artificial respiration, and when necessary, I provide external cardiac massages to patients who need it. On a regular basis, I continually check the patients' vital signs and their blood chemistry in order to look for signs of potential changes in their medical conditions that may affect my job as their respiratory therapist.

Among my chief achievements is the ability to serve as the night shift coordinator. In this position, I have overseen a staff of three additional respiratory therapists. I have also trained and served as a mentor to brand new hires in order to make sure that they can comply with our hospital's policies and standards.

My work ethic is a major skill of mine, as can be seen in my flawless attendance record for my current job, where I have worked for five years. Another very useful skill of mine is my dual fluency in both English and Spanish. My technical skills include an advanced knowledge of human anatomy and physiology, including abdominal and chest physical therapy as it relates to respiratory therapy practice.

To close, I invite you to examine the resume that I have included. This resume goes into much greater detail about my strengths as a therapist and my ability to work as part of a team. Due to these factors, I believe that I will make a valuable addition to your team. Please contact me as

soon as possible so that we can set up an interview. I am available to conduct the interview through Skype if it is more convenient for you.

Sincerely,
Charles Conley