

Dorothy Edwards

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4th SEP 2017

Mr. Kyle
Hiring Manager
Audiologist Technician Position
XYZ Clinic
Any Town

Dear Mr. Kyle

It is with great enthusiasm that I submit my application for your advertised Audiologist Technician position. I have the qualifications and experience you require in your recently advertisement.

Briefly, I am licensed and certified in Audiology from ABC College, and have spent the last four years as a competent Audiology Technician at SSM Health Care.

The enclosed resume provides details of my career experience in audiology. My accomplishments include:

- Counseled patients and their families on ways to listen and communicate, such as by lip reading or through technology
- Examined patients who have hearing, balance, or related ear problems
- Educated patients on ways to prevent hearing loss
- Maintains legal and accreditation compliance by adhering to federal, state, and local regulations, and professional standards

I am convinced that my commitment to meeting patient's expectations and the ability to function as an integral part of a team would allow me to make a valuable contribution to the tradition of excellence at XYZ Clinic.

I look forward to the possibility of scheduling an interview, and speaking with you further regarding this position.

Thank you for your time and consideration.

Sincerely,

Dorothy Edwards