

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Health Information Technician

Dear Hiring Manager,

I am excited to apply for the Career Change Health Information Technician position at Acme Corporation, as advertised on your careers page. With a passion for healthcare and a strong foundation in information management, I am eager to contribute my skills to your dedicated team and support the important work you do in improving patient care.

In my previous role as a Data Analyst at XYZ Solutions, I successfully implemented a new electronic records system that decreased data retrieval times by 30%, significantly improving team efficiency. My responsibilities included managing sensitive patient information and ensuring compliance with HIPAA regulations, which cultivated my attention to detail and understanding of the importance of data security in healthcare settings. Additionally, during my tenure, I collaborated with cross-functional teams to develop training materials for staff, resulting in a 25% reduction in onboarding time for new employees. This experience has equipped me with the knowledge necessary to navigate and enhance health information systems.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovative healthcare solutions and patient-centered services. My proactive approach to problem-solving and my ability to analyze complex data sets will allow me to support your goals effectively. I am eager to leverage my background in information management and my passion for healthcare to contribute to the success of your organization.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your mission and would be thrilled to discuss my candidacy further.

Sincerely,

Jordan Smith