

Jordan A. Taylor

January 16, 2026

Acme Corporation

RE: Career Change Phlebotomist

Dear Hiring Manager,

I am excited to apply for the Career Change Phlebotomist position at Acme Corporation, as advertised on your careers page. With a solid foundation in healthcare and a genuine passion for patient care, I am eager to bring my skills to your team and contribute to the exceptional service you provide. Having worked extensively in a patient-facing role, I believe my background aligns well with the demands of this position.

In my previous role as a medical assistant at HealthFirst Clinic, I developed strong patient communication skills and honed my ability to work efficiently in high-pressure environments. I successfully assisted in over 200 blood draws, ensuring a comfortable experience for patients while adhering to strict safety protocols. My dedication to accuracy was recognized when I received the Employee of the Month award for my meticulous record-keeping and attention to detail, which decreased errors in patient documentation by 30%. Additionally, I completed a phlebotomy training course and obtained certification, which deepened my understanding of blood collection techniques and patient care.

I am particularly drawn to Acme Corporation's commitment to community health and innovative patient solutions. I am eager to bring my skills in patient interaction and my newly acquired phlebotomy expertise to contribute positively to your team. I am confident that my proactive approach and strong work ethic will be of great benefit to your organization. I would love the opportunity to discuss how I can support Acme Corporation's mission and provide exceptional care to your patients. Thank you for considering my application.

Sincerely,

Jordan A. Taylor