

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Hospital Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Hospital Administrator position at Acme Corporation, which I discovered on your careers page. With a recent degree in Healthcare Administration and a strong passion for improving patient care, I am eager to contribute my skills to your esteemed organization and support the efficient operation of your hospital.

During my internship at City General Hospital, I successfully implemented a new patient scheduling system that reduced appointment wait times by 20%. This initiative not only improved patient satisfaction but also enhanced the overall efficiency of the administrative team. Additionally, as a project leader for my capstone project at university, I collaborated with local health organizations to develop a community health outreach program, which resulted in a 15% increase in health screenings within underserved populations. These experiences have equipped me with a solid foundation in hospital administration principles and a proactive approach to problem-solving in a healthcare environment.

I am excited about the opportunity to bring my background in healthcare administration and my commitment to service excellence to Acme Corporation. I am particularly impressed with your organization's dedication to innovative patient care solutions and would love the opportunity to discuss how my skills and experiences align with your team's goals. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Taylor