

# Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Entry Level Surgical Technologist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Surgical Technologist position at Acme Corporation, which I found listed on your careers page. With a strong academic background in surgical technology and practical experience gained during my clinical rotations, I am eager to contribute my skills in a dynamic surgical environment like yours.

During my time at City College, I completed a comprehensive Surgical Technology program where I excelled in both theoretical and hands-on training. One of my key achievements was participating in a team project focused on improving sterile technique protocols, which resulted in a 15% increase in compliance rates during our clinical assessments. Additionally, I successfully assisted in over 30 surgical procedures during my externship at General Hospital, where I honed my skills in instrument handling and operating room procedures, ensuring a smooth workflow and patient safety.

I am particularly drawn to Acme Corporation due to your commitment to advancing surgical practices and patient care. I am excited about the possibility of collaborating with your skilled team and contributing to high standards of surgical excellence. I would appreciate the opportunity to discuss how my background, skills, and enthusiasm can align with the needs of your surgical team. Thank you for considering my application.

Sincerely,

Jordan A. Miller