

Admin Manager Cover Letter

505 Jame ShoresNorth Armandinabury, MT 69326-7210

Dear Haven Hickle,

I submit this application to express my sincere interest in the admin manager position.

Previously, I was responsible for clear guidance regarding Baxter's Ethics & Compliance policies and procedures, and detect conduct inconsistent with the Company's policies, procedures, and the law.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Systematic approach, Multi-tasking, Time management, Team management and Ambiguity
- Demonstrate exceptional verbal, written, interpersonal, and customer service skills
- Sound understanding of concepts of Patient and Family Centered Care
- Demonstrate excellent organizational, problem solving and negotiation skills with an independent work initiative
- Experience working with and defining boundaries among highly stressed patients and families
- Demonstrate the analytical skills necessary to identify and solve problems within a constantly changing environment
- Previous leadership / supervisory experience in a cardiovascular service line
- Strong working knowledge of facility management

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Morgan Corkery