

Healthcare Administrator Cover Letter

60771 Lahoma GreenEast Rashadtown, SD 88580-1590

Dear Blake Blick,

I would like to submit my application for the healthcare administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for support and guidance to staff responding to requests for new charges and revision of existing charge codes.

Please consider my experience and qualifications for this position:

- Technologically competent to navigate care management and business systems
- Transforming healthcare systems - Strategic and tactical planning
- Fluent with standard business software (i.e Word
- Experience with the Arizona Behavioral Health (ie RBHA) system
- Proficiency in MS Word, PowerPoint, Excel and Access
- Architect or Engineering in Training, construction foreman or space planning experience preferred
- Prior Healthcare construction project or design experience preferred
- Basic computer skills with an emphasis on MS Office applications and CAD (computer aided drafting)

Thank you for your time and consideration.

Sincerely,

Jordan Williamson