

Quality Improvement Specialist Cover Letter

451 Hoppe OverpassNorth Aide, ID 90944

Dear Tyler Waters,

I am excited to be applying for the position of quality improvement specialist. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for feedback to assist management in the creation of performance improvement goals and the development of continuous improvement objectives.

My experience is an excellent fit for the list of requirements in this job:

- Maintain record of individual state key performance indicators
- Resolve or appropriately escalate issues and monitor vendor Corrective Action Plans (CAP's)
- Provide feedback into the development of state contracts related to program development ensuring service levels meet current regulatory and quality baseline requirements
- Prepare audit materials and conduct quality audits/assessments
- Participate in workgroups and applicable committees
- Review and analyze updates with current standards
- Understand, identify and mitigate risks
- Proficiency with Microsoft Office Suite to include Word, Excel and PowerPoint

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

Sincerely,

Tatum Hegmann