

# Services Coordinator Cover Letter

4244 Bergstrom Motorway West Deonmouth, MI 29269-0343

**Dear Robin Hoeger,**

Please consider me for the services coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for ongoing support for Medical Writing, Clinical, and, other functional areas; act as a liaison between eDocs support and Medical Writing, as needed.

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:

- Current state licensure or certification in related discipline
- Excellent oral/written communication and interpersonal skills to enhance & maintain positive relations with physicians, outside organizations, and staff across all disciplines
- Excellent organizational skills to execute multiple projects
- Community-based organizations including public and private community resources
- The local business community
- Federal and state legislation and regulations affecting the elderly, perinatal care, the handicapped, refugees, non-English speaking people, or other target groups
- Methods of strengthening existing viable services
- Information and referral systems

**Thank you for taking your time to review my application.**

Sincerely,

Stevie Heaney