

VICKI L. STEWART

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May 10, 2002

Hiring Agent Name, Title
Company Name
Address
City, State Zip

Dear Hiring Manager:

I am writing to express my interest in the position of **Business Development Manager**, advertised as being open at this time with your company. I am a talented healthcare systems consulting professional, with experience in business and clinical systems. My background includes extensive familiarity with the healthcare industry, developing and implementing successful solutions for clients. Now I would like to bring my more than 13 years of consulting and management experience to work for you.

My education and training, together with my penchant for detail, have all served to help make me highly effective at what I do. I have a proven track record of producing dramatic increases in sales and revenue, and am able to achieve added sales from existing customers. I am able to work with clients to determine requirements and formulate solutions, set pricing, and oversee all phases of implementation, from design to launch. My present position includes management of all sales and business development activities for an 11-state region of the U.S., and I have averaged over \$4.5 million in sales for the past six years.

I possess well-developed technology abilities, and am familiar with a wide variety of healthcare enterprise systems, including McKesson, Cerner, IDX, Premis, Quovadx, Siemens, and SSI. My analysis and data management skills are top-notch, and I am adept at preparing and delivering presentations. I am also skilled at training others in the use of software application.

The accompanying résumé should serve to give you an idea not only of my past achievements but of my potential for making a significant contribution to your hospital.

I will call you next week to inquire about the possibility of a meeting.

Very truly yours,

Vicki L. Stewart