



## Ima Gatorman

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April 4, 2019

John Smith, Southeast Recruiter  
AgPro Chemicals  
750 Headquarters Parkway, Suite 123  
Research, CA 75847  
Job ID: 999999

Dear Mr. Smith:

In May 2019, after four years of leadership and service as a student at the University of Florida, I will be graduating with a Bachelor of Arts in International Studies with a Minor in Business Administration. I recently learned about Generic Corporation's three-year management rotational program from Alberta Lagator, the Director of Sales for Generic Corporation and a great mentor of mine. I strongly believe that my education and previous management experience qualify me for this position.

In the summer of 2018, I had the opportunity to work with All-State Insurance as a Human Resources Intern. As an intern, I rewrote the job descriptions to coincide with an extensive recruitment effort. I also facilitated training seminars for my supervisors on topics such as disciplinary action, sexual harassment, and discrimination. In addition, my part-time job throughout college as an Assistant Manager at Pop's Deli has allowed me to gain the customer service and problem solving skills necessary to manage day-to-day operations of Generic Corporation.

I am confident that I would be a valuable addition to Generic Corporation due to my coursework and understanding of global business exchanges. In my research, I found that Generic Corporation recently won the Service Retailer of the Year Award in Customer Service at the National Retailing Conference. As a member of Golden Key Honor Society and the recipient of the Brilliance in Service Award, I am eager to be a part of an organization that actively strives for greatness. My ability to work well with customers and other managers will allow me to contribute to the culture described in Generic Corporation's motto, "Excellence Inside and Out".

As a proven leader with relevant experience, I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at ibgatorman@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

*Ima Gatorman*

Ima Gatorman



**Alberta M. LaGator**

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July 3, 2019

Jane Doe, Human Resources Specialist  
HealthCARE Specialty Clinic, UF College of Medicine  
750 13th Street, Suite 123  
Gainesville, FL 32611  
Job ID: 999999

Dear Ms. Doe:

In May 2019, after shadowing various health professionals and clinical volunteer experiences as a student at the University of Florida, I will be graduating with a Bachelor of Science in Health Education and Human Behavior with a minor in Nutrition. I recently learned about the Certified Nursing Assistant position focusing on geriatric health at HealthCARE Specialty Clinic through the online posting on Indeed.com. Through my volunteering, clinical shadowing, and CNA certification, I am a well-qualified for this position and excited to join HealthCARE's nursing team.

In my volunteer experience at the Westside Samaritans Clinic, I have served patients by performing intake procedures and providing quality assistance to the physicians and health professional team. At the clinic, I have expanded my understanding of what it looks like to serve an older population and the specific challenges the elderly face on a day to day basis. I assisted our low-income elderly patients with basic mobility around our clinic and demonstrated compassion and empathy to this high-needs population. Within many unique cases at the clinic, I have educated clients on the various low-income services we provide and used active listening skills to best communicate specific concerns to physicians. Throughout these this procedures and interactions, I learned how to properly document patient health information through scribing and talking with physicians about treatment plans at Westside Clinic.

HealthCARE Specialty Clinic's mission to provide resident-centered healthcare through personalized spirituality and quality of life initiatives overlaps perfectly with my desire to practice holistic treatment. In my coursework, I've learned about geriatric patients specific needs with regard to their personal care and activities. Building strong ties between medical teams and stakeholders in the patient's social support system is imperative in highlighting their sense of independence and autonomy. The holistic manner of practice at HealthCARE Clinic resonates with my career values and goals.

I am excited to submit my application for consideration. If you would like to discuss my qualifications further, please feel free to contact me at (352) 392-1601 or at amlagator@gmail.com. Thank you so much for your time and consideration. I look forward to hearing from you.

Sincerely,

*Alberta M. LaGator*

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