

Daisy Higgins

2122 Silent Creek Drive ▶ Albany, MN 56307 ▶ Home: 320.555.6713 ▶ Cell: 320.555.7620 ▶ daisy5@aol.com

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Bethany Parke
Stratis Health
2901 Metro Drive, Suite 400
Bloomington, MN 55425-1525

Dear Ms. Parke:

Building human capital is my expertise. Challenged to develop leadership, business, and operations skills within the management and staff ranks of hospitals and health systems, I have consistently delivered. Now I aspire to bring my ability to get results to a training leadership position with your organization.

I offer a unique combination of instructional/public-speaking experience and healthcare expertise that qualifies me extremely well. I am convinced that my distinctive background equips me with a significant advantage in this position because it has provided me with classroom-teaching skills, as well as the ability to master information quickly and convey content to effectively meet audience needs.

I am a healthcare professional and trainer/facilitator with well more than the 10-plus years of professional experience you require coupled with a master's degree in health administration. My background is solidly grounded in creating a positive learning environment by building a high degree of rapport with participants. While my enclosed resume provides an informative overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable experience:

- **Exceptional presentation and discussion facilitation skills:** In addition to training physician and nurse-manager groups, I have addressed groups of up to 50 school principals and superintendents, presented instructional units to as many as 200 staff members/advisers, and daily instructed up to 120 students from diverse backgrounds.
- **Superior analytical skills and comfort with quantitative and analytical tools:** I have created a monthly budget variance template, as well as reviewed and evaluated three months of operating-room data and made recommendations that resulted in improved turnaround time and higher OR usage during peak hours. My skills in financial analysis also are transferable to this position.
- **Ability to contribute to the design of teaching modules and exercises:** My curriculum-development background and graphic/layout design skills, along with experience in researching and producing patient-safety educational materials for 1,600+ employees, would serve me well in this position.

I'd like to meet with you to discuss adding value to [company] as I've done for my previous employers. I'll contact you soon to arrange a meeting. Should you wish to reach me before then, please call 320.555.7620.

Sincerely,

Daisy Higgins

