

Annalisa Kane

520-555-1234

www.linkedin.com/in/annakane

annakane@gmail.com

January 26, 2018

Ms. Connie Contact
Director of Operations
University Physicians Healthcare
2701 E. Elvira Road
Tucson, AZ 85756

Dear Ms. Contact,

I am writing to express my interest in the Member Outreach and Customer Care Coordinator role for University Physicians Healthcare. As a seasoned leader with over ten years experience in operations management, I have the specific experience and enthusiasm you seek to join your team.

In my role as executive director for the National Association of Professional Geriatric Care Managers, I worked to develop a network of experienced and accredited care managers to meet the needs of clients with issues related to aging and elder care. To this end, I participated in the development and management of a contract with one of the country's largest health care systems to provide geriatric care management as an integral part of their benefits package. My role included staff oversight, maintenance of service level agreements, in addition to monitoring performance assessments of the care managers. In addition, I also have specialized experience in patient service and medical records with X-Ray Ltd. and GHMA. I believe that my specific experience with ensuring client satisfaction in tandem with the overarching program oversight will prove to be a tremendous asset to UPH.

As an executive director, I have become well versed in the strategic and operational nuances of working with a board of directors to develop and implement an organizational vision. I have had the opportunity to steer boards of directors through corporate mergers, government oversight and legislative challenges, significant changes in association policy, credentialing matters, and membership development. Furthermore, I have extensive experience in staff, program and budget management, as well as being the voice of organizations to the press and public.

In the final analysis, I am an experienced leader with developed organizational and leadership skills, who possesses a strong passion for team-building and developing organizations. If selected for this position, my commitment to you will be to work with your board, management team and staff towards taking the organization to greater heights. My resume is attached for your review, and I would welcome an opportunity to speak with you about the position.

Thank you for your time and consideration.

Sincerely,

Annalisa Kane

Attachment