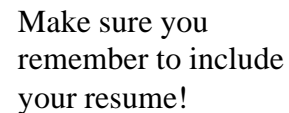


1414 Clarke Street
Albany, NY 12205

March 29, 2002

Allen Rye
Vice-President, Administration
First General Hospital
140 Main Street
New York, NY 10025

Make sure you
remember to include
your resume!



Dear Mr. Rye:

My interest in the position of Occupational Health Manager recently advertised in the New York Times has prompted me to forward my resume for your consideration.

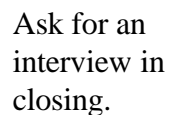
In addition to my experience as a Certified Occupational Health Nurse and hands-on clinical expertise, I have two years of experience in positions that involved autonomous responsibility for the development and implementation of occupational health programs. All of these positions required sound knowledge of OSHA and general occupational health issues in critical work areas. This is in addition to an internship I completed while finishing my Bachelor of Science at the University at Albany.

My contribution to your staff would be significant, as I have received several commendations for my dedication and professionalism and been recognized for my communication skills and leadership excellence. Based on my qualifications, I believe I am the right person to oversee the delivery of occupational health services for your clients.

The enclosed resume is a brief summary of my qualifications. I would be delighted to meet with you in a personal interview and will call your office during the week of April 8.

Sincerely,

Ask for an
interview in
closing.



Samantha Gibbons

Enclosure