

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Healthcare Organization/Hospital Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Healthcare Project Manager position at [Organization Name], as recommended to me by [Referral Name], [Referral's Title/Relationship]. Having worked closely with [Referral Name] in the past, they suggested that my background in clinical operations and strategic implementation would align well with your current project goals.

With [Number] years of experience in healthcare administration and project management, I have a proven track record of delivering complex initiatives within [Specific Healthcare Setting, e.g., Oncology, Health IT, or Population Health]. My expertise lies in bridging the gap between clinical requirements and operational execution while ensuring compliance with HIPAA and other regulatory standards.

Key highlights of my qualifications include:

- Leading [Project Name/Type] which resulted in a [Percentage/Metric] improvement in [Efficiency/Patient Outcome].
- Managing cross-functional teams including clinicians, IT specialists, and administrative stakeholders.
- Proficiency in [Project Management Methodology, e.g., Agile, Lean Six Sigma] and [Specific Software].
- Budget oversight for projects exceeding \$[Amount] with a focus on cost-containment and resource optimization.

I am particularly drawn to [Organization Name] because of your recent work in [Specific Initiative or Mission]. I am confident that my ability to navigate the complexities of healthcare workflows will allow me to contribute immediately to your project office.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience can support the continued success of [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]