

[FULL NAME]

[City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Title, e.g., Board of Directors Search Committee]
[Healthcare Organization Name]
[Address]
[City, State, Zip]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the [Job Title, e.g., Executive Director / Administrator] position at [Organization Name], as advertised. With over [Number] years of leadership experience in senior living and long-term care administration, I have a proven track record of elevating clinical outcomes, maintaining rigorous regulatory compliance, and driving financial sustainability.

Throughout my tenure as [Current/Previous Title] at [Previous Organization], I successfully led a team of [Number] staff members to achieve [Specific Achievement, e.g., a 5-star CMS rating or 15% increase in occupancy]. I am deeply committed to person-centered care and have spearheaded initiatives that improved resident satisfaction scores by [Percentage]%. My expertise lies in balancing complex operational budgets with the delivery of high-quality, compassionate care.

Key highlights of my executive experience include:

- [Key Achievement 1: e.g., Successful turnaround of a facility's financial performance]
- [Key Achievement 2: e.g., Navigating complex state and federal surveys with zero deficiencies]
- [Key Achievement 3: e.g., Implementation of innovative staff retention programs]

I am impressed by [Organization Name]'s reputation for [Specific detail about the company], and I am confident that my strategic vision and operational expertise align perfectly with your organizational goals. I hold a [Degree Name] in [Field] and am a licensed [License Type, e.g., LNHA].

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

Sincerely,

[Your Signature (if sending by mail)]

[Typed Full Name]