

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]
[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Street Address]
[City, State, Zip Code]

RE: [POSITION TITLE] APPLICATION - [JOB REFERENCE NUMBER]

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

[Opening Paragraph: Express interest in the executive role. Briefly state your years of experience in managed care, your current leadership level, and your primary value proposition regarding health plan operations, network management, or value-based care.]

[Second Paragraph: Detail your strategic impact. Focus on high-level achievements such as P&L management, medical loss ratio (MLR) optimization, or successful NCQA/HEDIS performance improvements. Mention experience with specific product lines like Medicare Advantage, Medicaid, or Commercial plans.]

[Third Paragraph: Highlight leadership and stakeholder engagement. Discuss your ability to negotiate complex provider contracts, manage large cross-functional teams, and navigate evolving CMS or state-specific regulatory landscapes.]

[Fourth Paragraph: Connect your expertise to the organization's specific goals. Explain why your background in population health management or integrated delivery systems aligns with their current strategic trajectory.]

[Closing Paragraph: Reiterate your enthusiasm. Request an interview to discuss how your leadership can drive operational excellence and fiscal sustainability for [Organization Name].]

Sincerely,

[Your Signature]

[Your Printed Name]