

# JOSEPHINE WALLACE, M.S.

12117 Stephenson Lane • Somewhere, CA 90003

Home: 555-935-9355 • Cell: 555-936-9366 • Email: email@internetmail.com

---

November 1st, 2009

Harold Sloan, Director  
Roper General Hospital  
1005 Centre Street  
Somewhere, CA 91000

Dear Mr. Sloan:

I am pleased to present my résumé to you for the position of **Healthcare Administrator** with Roper General Hospital. With a Master of Science Degree in Healthcare Administration, a Bachelor of Science Degree in Human Resources, and over 15 years of administrative experience in healthcare settings, I am confident in my ability to become a valuable asset to your distinguished team.

In my current position as the Director of Alan Residential in Los Angeles, I oversee all administrative and personnel matters and was instrumental in assisting with the successful transformation and expansion of the facility in 2006. I manage and supervise all personnel in this elderly living facility and oversee operations, finances, and admissions. My prior positions in hospitals as Central Administrator of Oncology and Human Resource Specialist provided me with opportunities to develop and refine my communication, interpersonal, time management, and problem solving skills that enable me to successfully direct and lead diverse groups of personnel with different backgrounds and personalities.

Furthermore, having worked in the medical field since 1993, I possess in-depth knowledge of the daily operations of treatment facilities. I excel in the areas of staff training, development, evaluation, and coordination. My strong attributes include community relations, project development and management, patient and family support, in-service training, decision making and problem solving. I have a proven ability to develop strong and meaningful relationships with management, faculty, and community members, with a maintained focus on the best interest of patients at all times.

As a results-driven and team-oriented professional, I welcome the opportunity to meet with you to discuss how my extensive experience, education, and skill set would be of benefit to your institution. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Josephine Wallace, M.S.

Enclosure - Résumé