**Lindsey Tejada**

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September 20, 2012

Frank Morrison

Hospital Secretary

60 East Washington Avenue

Orlando, FL 84056

I was looking up a job title involved in being around a hospital, and this one fits that criterion, so I’d like to apply for it. I think I could do well in this job because it seems like a basic job for someone my age, and it doesn’t ask too much for someone who is a full time student.

The job description had a few requirements. I would like to point out my qualifications in a few of the specified areas:

|  |  |
| --- | --- |
| Education | Some University |
| Experience | None |
| Certification | Computer Science classes |

I could be available to start work in as few as two weeks. The job description does not specify exactly where this company does business. I currently live in Texas, but would be willing to relocate.

Sincerely,

Lindsey Tejada