

# Brittany J. Koontz

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July 6, 2009

Director of Human Resources  
101 Mobility  
311 Judges Road 5E  
Wilmington, NC 28405

Dear Director of Human Resources:

I am writing in response to your post on Monster.com on Tuesday, June 30, 2009, for a Marketing Coordinator for your medical mobility company.

This position interests me because of the wide range of healthcare fields it covers and the marketing techniques that are desired. As a public relations coordinator for a growing dental practice I have had the opportunity to contribute to a 109 percent growth over the past eight 8 months. Within three months of my arrival to this office I created the company website, designed and ordered new promotional materials such as magnets and t-shirts and updated the original brochure. I have experience in compiling media kits and am up to date with market trends and tracking procedures. Also, I am current in my HIPPA training and have experience with both patient relations and insurance verification.

Enclosed is my resume for your review. I look forward to an interview and will call you Monday, July 13 to follow up. I am available Mon-Fri before 12:00 p.m. or after 2:30 p.m. to discuss my qualifications and experience. Thank you for your time!

Sincerely,

Brittany J. Koontz