Jane Bloggs

London

XXXX

me@me.com

**For the attention of the Personnel Manager.**

**Job Title:** Job Role

Dear Sir/Madam,

Having seen your advertisement for the position of…...…...…... I am writing to outline my extensive experience and successful track record driving innovative change and transformation in large, complex organisations. I believe I possess the skills, qualifications and vital experience necessary to make a very significant contribution to your company.

As you will see from my CV, the majority of my career has been spent working as an executive in the field of healthcare management, acquiring a combination of operational, strategic and project / programme management expertise. Currently, as Director of XXX with XXX NHS Trust, I operate across four hospitals in the XXX Health System to develop and implement the improvement programme, collaborating with key internal and external stakeholders and ensuring open, honest communication around the delivery of system-wide change.

Prior to this, my role as Divisional Manager (XXXX) saw me play a pivotal role in delivering £4.5 million in cost savings whilst also meeting targets in areas such as national two-week wait and referral to treatment times. This was achieved as a result of my strategic and operational management capabilities as well as through team building and introducing a learning and coaching culture to optimise performance.

Working predominantly in the NHS, I have an excellent understanding of the challenges that are faced by large, complex organisations and have considerable expertise in ensuring that the changes that are delivered are sustainable, cost effective and fully compliant with national regulations and standards.

I am now looking for a challenging new position and confidently believe I am an ideal candidate for the advertised position. My key qualities include my proven ability to engage with key stakeholders at all levels of an organisation, obtaining support for change and leading from the front to achieve shared objectives. Above all, I am driven by a passionate commitment to improving standards of service, whether working in healthcare or in a corporate or charitable environment, where invaluable experience has also been acquired in my earlier career.

Please do not hesitate to contact me at XXXX so we can arrange an interview to discuss my application in greater depth.

Sincerely,

**Jane Bloggs**

enc.: CV