**Vanessa Green**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

Today’s date

Mr. B. Clotter

XYZ Clinic

Street Address, City, State, Zip

**Re: Phlebotomist position**

Dear Dr. Clotter,   
I am responding to your job advertisement in The Lancet for a phlebotomist and am attaching my resume for your review.

As you can read, I have 12 years of experience working as a phlebotomist in AC Hospital and was almost always successful at drawing blood on the first stick. Maybe once a year or even less frequently I had to insert the needle a second time.

Regardless of advanced age or thin veins, I attempted to perfect techniques that enabled me to obtain blood samples with minimum discomfort.

Aside from taking blood, I also performed the following duties:

* Delivering the samples to the lab, ensuring that all labeling was accurate, and following sanitation standards
* Making appointments, answering patient questions seriously, and checking up on patients who missed appointments
* Maintaining inventory of supplies and ordering when necessary

Please be in touch with me so we can converse about the opportunity further. My contact information includes my cellphone (666-444-2222) and my email [your email address].

Respectfully yours,

Vanessa Green