Eddie Carroll

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**Today’s date**

Dr. Ray Stair

Blue Center Hospital

Address, City, State, zip

**Re: Radiologic Technologist Position**

Dear Dr. Stair,

My professor, Dr. Joseph Weinman, referred me to your hospital for the position of radiologic technologist.

I have finished my AMA approved courses at the California School of Radiology and will be completing my BS in general diagnostic ultrasound at the end of this semester. While I am attending classes in the mornings, I work the night shift at General Hospital’s radiology department.

My duties there consisted of:

1. Positioning patients for CTs, CAT scans, MRIs, and x-ray procedures.
2. Providing patients with MRI-compatible earphones.
3. Operating imaging equipment.
4. Transferring the images to CDs.
5. After conveying them to radiologists for interpretation, I consulted with them to evaluate the results.

In the sonography branch, I performed echocardiology exams, Doppler US, and abdominal ultrasounds.

I accurately documented diameter of masses, differentiated between solid and cystic masses, and located gall stones and kidney stones.   
As the night shift often hosts patients with emergencies, I treated them quickly but gently and with understanding.

I would appreciate your response, and will be following up next week to arrange for a suitable time for me to come to the hospital for a personal interview.

Enclosure: My Resume.

Thank you.

**Eddie Carroll**