

Melissa Etheridge
P.O. Box 1234 W.U.S.
Rock Hill SC 29733

November 20, 2004

Mr. Ken Kerber, Chief Administrator
Rock Hill Orthopaedic Center
123 Glenwood Drive
Rock Hill SC 29730

Dear Mr. Kerber:

Dr. Scott Lyman of Winthrop University informed me that you are interested in having a health administration intern at Rock Hill Orthopaedic Center in the spring of 2005. Please consider me for this position so that I may acquire valuable experience in this field.

Intensive course work in Health Administration and Management, as well as proficiency in computer spreadsheets and databases, has given me the necessary training that you require for projects during this internship. I have also gained experience in the health care field as an admitting volunteer at Piedmont Health Systems as well as a rehabilitation volunteer at Meadow Haven Rehabilitation Center. I hope this experience along with my academic preparation prepares me for this internship.

After you have had an opportunity to review the enclosed resume, I would be happy to answer any questions, and am free to come for an interview any weekday after 2 p.m. May I hope that you will call me for an interview? I can be reached by phone at (803) 323-2138.

Sincerely,

Melissa Etheridge

Melissa Etheridge

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