

JACK JEFFERSON

123 Any Street, Any City, State 55555

(213) 555-1234

Cellular/Messages: (213) 777-5678

e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter:

I am in the process of seeking a new managed care leadership position where I can use my skills in:

- **Physician relations** – Worked with more than 500 physicians in the development of new managed care contracts and business development.
- **Negotiations** – Created and implemented health plan arrangements impacting more than 500,000 lives.
- **Analysis and finance** – While conducting contract negotiations, saved an excess of \$10 million.
- **Strategic planning** – Created exclusive contract networks that increased revenues by \$50 million as well as patient volume.
- **Business development** – Originated, negotiated and closed 350 managed care contracts.

If you are working on a client assignment requiring a versatile and proven managed care professional, I welcome your call.

Sincerely,

Jack Jefferson

Enclosure: resume