

[0010 HHLtr "Social Services 1"]

**JACK JEFFERSON**

123 Any Street,  
Any City, State 55555  
(123) 555-1234  
Cellular/Messages: (123) 777-5678  
e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter:

I am a manager with diverse healthcare experience with an emphasis in social services, case management and home health. Some of my key strengths include:

- Initiating revenue producing and cost-saving home health, discharge planning and quality improvement strategies
- Improving systems and operations
- Increasing physician referrals and support of programs
- Developing staff through training and participation in projects.

If you are working on a client assignment, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume