

Sophia Martin

LTSS Service Care Coordinator

📞 (217) 555-0198

✉️ sophia.martin@email.com

🌐 <https://linkedin.com/in/sophiamartin>

📍 1234 Elm Street, Springfield, IL 62704

JUNE 05, 2026

Hiring Manager
Wellness Solutions Inc.
Chicago, IL

Dear Hiring Manager,

I am thrilled to apply for the LTSS Service Care Coordinator position at Wellness Solutions Inc., a role that aligns seamlessly with my passion and extensive experience in providing effective care coordination for long-term service members in vital need of support.

During my tenure as a Service Coordinator at Helping Hands Health Services, I meticulously designed personalized care plans to meet the diverse needs of our members. This focused approach, coupled with my commitment to collaboration, resulted in significant satisfaction among families and improved resource allocation for diverse services.

Possessing a Bachelor's in Human Services, I effectively assessed member requirements, adapted care strategies, and provided education on available resources. I truly believe that enhancing the quality of care is not just my responsibility, but a shared commitment with healthcare providers that ultimately empowers our community.

I often face challenges in balancing paperwork with member interactions, but it pushes me to adopt efficient strategies, ensuring each individual receives personalized attention while maintaining accurate records, thereby upholding the highest standards of compliance.

As an advocate for quality service delivery, I aim to bring my experience, passion, and adaptability to Wellness Solutions Inc., enhancing your team and positively impacting member lives, ultimately fostering a more supportive community health environment.

Thank you for considering my application.

Sincerely,

Sophia Martin

Sophia Martin