**CEO**

Dear \_\_\_\_\_\_\_\_\_\_,

As the CEO of \_\_\_\_\_\_\_\_\_\_\_\_\_, I know that you’re committed to running a health system that is patient-focused, efficient, and dedicated to keeping its employees engaged and inspired.

My name is \_\_\_\_\_\_\_\_\_\_\_ and I’m a \_\_\_\_\_\_\_\_\_\_\_\*. (*\*Note your clinical background, as well as  whether you’re already in the health system.*) I’m reaching out because I noticed that many of the job postings for non-clinical roles in operations and leadership at \_\_\_\_\_\_\_\_\_\_\_ require nursing backgrounds by default, even when a \_\_\_\_\_\_\_\_\_\_\_\_ background might be an excellent fit for the role. For example, the role of  \_\_\_\_\_\_\_\_\_\_\_\_\_, which I saw listed on \_\_\_\_\_\_\_\_\_\_\_\_, would be perfect for someone with a \_\_\_\_\_\_\_\_\_\_\_ background, but HR will likely screen out those applicants because they don’t have nursing degrees. I recognize Medicare rules or state guidelines do sometimes dictate that applicants hold RN or LPN licenses. However, if that’s not the case for a given role, your organization might be missing out on many qualified and motivated applicants by restricting the role to nurses.

\_\_\_\_\_\_\_\_\_ therapists hold advanced degrees, and many of us have held roles that include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* (*Tailor this section to your profession/the role at hand*), which makes us well-equipped to excel in positions like \_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, we naturally focus on customer satisfaction and solving problems. Our work as therapists revolves around making key stakeholders’ lives easier, our communication skills and familiarity with sensitive topics make it easy for us to build rapport and create relationships built on trust.

I would love the opportunity to discuss other ways that \_\_\_\_\_\_\_\_\_\_\_\_\_ professionals can help contribute to the non-clinical roles in leadership, operations, health promotion, and more in this organization. Please feel free to reach out anytime at \_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_ to chat more on this topic.

Thank you for your time and consideration!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR/Hiring Manager**

Dear \_\_\_\_\_\_\_\_\_\_,

As a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_, I know that you’re committed to recruiting employees who will excel at their jobs, hit the ground running, and reflect the company’s cultures and values.

My name is \_\_\_\_\_\_\_\_\_\_\_ and I’m \_\_\_\_\_\_\_\_\_\_\_\*. (*\*Note your clinical background, as well as  whether you’re already in the health system.*) I’m reaching out because I noticed that many of the job postings for non-clinical roles in operations and leadership at \_\_\_\_\_\_\_\_\_\_\_ require nursing backgrounds by default, even when a \_\_\_\_\_\_\_\_\_\_\_\_ background might be an excellent fit for the role. For example, the role of  \_\_\_\_\_\_\_\_\_\_\_\_\_, which I saw listed on \_\_\_\_\_\_\_\_\_\_\_\_, would be perfect for someone with a \_\_\_\_\_\_\_\_\_\_\_ background, but HR will likely screen out those applicants because they don’t have nursing degrees. I recognize Medicare rules or state guidelines do sometimes dictate that applicants hold RN or LPN licenses. However, if that’s not the case for a given role, your organization might be missing out on many qualified and motivated applicants by restricting the role to nurses.

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