



Unit 19 — Hospital Administration

Reading: Hospital Administration

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Letter of application

Dear Sir or Madam,

I am writing with regard to the advertisement of the hospital administrator vacancy posted on www.careerlink.com on 22nd of September. As an experienced healthcare facility manager, I believe I am a strong candidate for the position.

Your advert specifies that you are looking for an experienced healthcare unit manager with relevant background. I graduated from St. John's University, Bradsfield, in 2002, where I obtained a master's degree in management. Afterwards I enrolled on an MBA course with a specialization in Healthcare Management in order to broaden my knowledge. The course took two years and it included such topics as healthcare policy, information management in healthcare, economics and financial management.

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Thank you for your interest!

Please visit the Shop to get the complete PDF.

Discussion Questions

What are the main duties of a hospital administrator?

What pros and cons of this job can you see?

Would you like to work as a hospital manager? Why/why not?