

Format of Medical Receptionist Cover Letter Template

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Mr. George Walton
Senior Administrator
St. Clair Hospital
3011 E 51st St,
Kansas City, MO 64112

Dear Mr. George,

I am submitting my resume for your consideration for the Medical Secretary position, as advertised on your website yesterday. My extensive customer care and secretarial skills combined with my hands-on experience in healthcare field make me a perfect candidate for this position.

I'd been working in different clinical settings of Pittsburgh since 2008 and possess the demonstrated ability to perform tasks and duties as a medical secretary. I am highly skilled in scheduling appointments in a prompt, courteous, and professional manner.

Moreover, I have a solid track record of performing secretarial duties such as answering calls, copying documents, data entry, maintaining patients' medical records, and dealing with insurance companies regarding claims. My advanced knowledge of medical terminology, ICD-9, and insurance procedures would help me contribute to the provision of first-class health care as an integral member of your team.

As a self-directed Medical Secretary, I would welcome an interview to discuss the background I've outlined in the enclosed resume. I'll call you next week to see if you require any additional information regarding my qualifications and credentials. In the meantime, you may contact me at (999) 999-9999 or via email at [Email].

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely

Andrew Gary
(202) 345-6789
Your Signature