Medical Billing and Coding Cover Letter Example

Email subject line:

Medical Biller position – Jackson Greene

Body of email:

Dear Ms. Brown,

Please accept my application for the Medical Biller position advertised on *Indeed.com* on October 10, 2014. My resume is attached for your review.

I am a recent graduate of the Harris School of Business Health Claims Specialist program. At Harris, I was fully trained in medical billing and coding, and I successfully completed an externship at the Children's Hospital in Dover, Delaware. In this position, I assisted the billing department with maintaining patient records, checking billings for accuracy, and following up on unpaid accounts. I can provide copies of my transcript from the Harris School, as well as a letter of evaluation from my externship supervisor.

I am a conscientious worker, and am looking forward to starting a career in the field of medical billing. I believe I am a good fit for the responsibilities described in the job ad. I hope to hear from you soon, and will call you next Tuesday to see if it would be possible to meet in person.

Thank you for considering me for this position.

Best regards,
Jackson Greene

_____
Jackson Greene
123 Cherry Street
Dover, DE 01234
Phone: 302-123-4567
E-mail: Jackson.greene@email.com