

JOHN H. SMITH

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June 2, 2013

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RE: Front Desk Receptionist Position

Dear Hiring Official:

As an interested professional who meets the qualifications outlined in the job description, I am applying for the Front Desk Receptionist position that you advertised on Job's Log. My resume is attached for your review. I am looking for a long-term medical office position where I can provide you and your clients the assistance they need and deserve.

What I Can Do For You: I have worked as a receptionist, secretary, and administrator in various Medical Center departments. In order to bring a full set of skills to you, I have recently completed two educational programs: a six-month medical administration program which followed a year-long medical coding and billing program. These programs provided me with an excellent understanding of anatomy, medical terminology, the administrative functions of a medical office, and coding and billing. From my work in the legal field, I understand and have used HIPAA and the HiTech Act. In addition, the skills I have learned and used in my 25 years of experience in non-medical office positions transfer effectively into the medical sector.

- I believe that all employees should have a "service first" attitude and that quality is everyone's responsibility. I take pride in my employer and work to advance its mission as well as to represent my employer in the best light possible to the public.
- My colleagues have continually commented that my team spirit and sense of humor make being with me enjoyable—and they make it easier for me to work well with other people.
- I am adept at speaking with, writing to, and listening to the concerns of clients and colleagues and at taking the necessary steps to meet and exceed their expectations.

I welcome the opportunity to discuss how my skills and experience can meet your needs, and I look forward to hearing from you soon to schedule an interview. Thank you for your consideration.

Sincerely,

JOHN H. SMITH