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# Example of Back Office Assistant Cover Letter

604 Deetta Way  
Wernermouth, IL 43841

**Dear Frankie Morissette,**

Please consider me for the back office assistant opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for backup support to Pathology Biopsy Service billing, including verification of patient demographics, entry of insurance, and processing of charges.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* EKG experience, as needed for practice
* Experience working in a medical back office
* Knowledge of billing claim forms, co-payments, medical terminology
* Analytical skills and knowledge of MS Office (Excel)
* Graduate from a Medical Assistant program/school, or a Registered Medical Assistant or Certified Medical Assistant
* Experience working in internal medicine or family practice environment, Family Practice or Geriatric practice working with adults and children
* Extremely organized and willingness to work not only as an MA but also in an admin capacity for procedure scheduling
* Very good Italian language skills

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Robin Borer