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# Example of Business Office Manager Cover Letter

911 Norma Route  
Lake Calebfurt, KS 19297

**Dear Baylor Mraz,**

In response to your job posting for business office manager, I am including this letter and my resume for your review.

In the previous role, I was responsible for cross functional support to the Financial Accounts and Accounts Receivables teams to ensure robust end-to-end financial control and process discipline.

My experience is an excellent fit for the list of requirements in this job:

* Supervisory experience including hiring and termination, performance review of department teammates, extensive experience in accounts receivable and accounts payable
* Previous management experience including ASC or medical office billing and working with financial reporting is preferred
* Experience and/or formal training in human resources function
* Experience working with physicians and physician offices is strongly preferred
* Medical terminology, CPT/ICD-10 coding knowledge preferred
* Experience in accounts receivable and accounts payable preferred
* Work directly with Operations, Finance and Sales Managers to maintain organization of all departments
* Handle staff payroll and PTO records

**Thank you for taking your time to review my application.**

Sincerely,

Blake Sauer