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# Example of Medical Secretary Cover Letter

166 Brakus Plains
DuBuqueshire, KY 26292-9334

**Dear Tatum Erdman,**

I am excited to be applying for the position of medical secretary. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for medical information for all 3rd party payors (Commercial Insurance, Medicaid).

Please consider my qualifications and experience:

* Knowledge in the use of the reception telephone console
* Flexibility in hours as needed
* ECW and Athena experience preferred
* Education from approved medical administrative program or equivalent preferred
* Computer competency and previous doctor's office experience preferred
* Be able to maintain a friendly and welcoming relationship with all patients and clients
* Be able to support a medical office in efforts to ensure that customer's needs are being met
* Organize supply closet and orders supplies as needed

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

Sincerely,

Shae Balistreri