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# Example of Medical Secretary Cover Letter

1182 Grady Walk  
Georgiannamouth, RI 67844-3503

**Dear Parker Cremin,**

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 referrals and pre-certs appropriate to patient and insurance coverage.

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

* Facilitates communication among the healthcare team
* Knowledge of integrative services – acupuncture, therapeutic massage and yoga
* Knowledge of Outpatient Rehabilitation Services-PT, OT, ST, Cardiac Rehabilitation and Pulmonary Rehabilitation
* Proficient in use of PC – including Word, Excel spreadsheets, and Outlook E-mail
* Working knowledge of health care insurance or general office procedures
* Knowledge of clinical and surgical scheduling procedures
* Previous experience in medical environment strongly preferred
* Customer Orientation and Service

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Greer Jacobi