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# Example of Record Clerk Cover Letter

6914 Gerhold Course
Grimesbury, NY 82326

**Dear Max Jerde,**

I submit this application to express my sincere interest in the record clerk position.

In my previous role, I was responsible for smooth operation of the daily function of the Health Information Management/Medical Records Department for all inpatient, outpatient, and partial hospitalization records.

Please consider my qualifications and experience:

* Possess knowledge of Adobe Acrobat
* Work requires initiative and performance without constant supervision
* Proficiency with office systems (Microsoft Office Suite, Google Sheets, Docs, etc)
* Excellent PC skills (Microsoft Word and Excel or equivalent)
* Performing back office duties such as filing, faxing and scanning records
* Assisting medical assistants with charts
* Excellent listening and customer service skills to patients both in person and on phone
* Intermediate level knowledge of medical records and terminology

**Thank you for considering me to become a member of your team.**

Sincerely,

Ari Waelchi