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# Example of Referral Specialist Cover Letter

8266 Arthur Hollow
East Particia, IN 59213-4708

**Dear Corey Sipes,**

In response to your job posting for referral specialist, I am including this letter and my resume for your review.

In my previous role, I was responsible for accurate data entry of referral or authorization information into the electronic medical record.

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:

* Flexible with work assignments
* Able to type, at minimum, 40 WPM
* Possess good organizational skills and be able to act on multiple tasks
* Able to follow established policy and procedures when performing job functions
* Understands and is able to train others on all the state and federal standards regarding behavioral health assessment, petition, medical screening and patient rights
* Experience with providing excellent customer service
* Knowledge of insurance language very helpful
* Demonstrated excellent analytical and problem solving abilities

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

Sincerely,

Avery Mueller