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# Example of Referral Specialist Cover Letter

62396 Runolfsson Track  
Weissnatstad, NM 13370

**Dear Sutton Gislason,**

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

Previously, I was responsible for assistance to clients and patients by means of obtaining authorization and scheduling of referrals to outside specialists and imaging.

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

* Willing to work flexible schedule as some outreach sessions will occur during evenings and weekends
* Works well with diverse groups of individuals
* Strong knowledge and understanding of Insurance programs/prior authorization/utilization management
* Able to communicate/interact with all levels of Teammates
* Courteous and polite demeanor with patients and fellow Teammates
* Prompt in completing tasks/projects as assigned
* Strong communicative, interpersonal and leadership skills
* Demonstrates compliance with company/department standards, policies and procedures

**I really appreciate you taking the time to review my application for the position of referral specialist.**

Sincerely,

Skyler Mann