

Administrative Services Cover Letter

1610 Barbera SquaresLake Lenny, OK 12421-6732

Dear Quinn Brown,

I would like to submit my application for the administrative services opening. Please accept this letter and the attached resume.

Previously, I was responsible for overall administration, management and direction in the district office and ensure that the district adheres to all state and federal laws, policies and procedures.

Please consider my qualifications and experience:

- High School diploma or certified equivalency – some completed college coursework preferred
- Record of, and appreciation for the need for, prompt and regular attendance
- Generally requires B.A
- In-depth knowledge of concepts, practices and procedures within the healthcare field, especially HMO
- Strong understanding of NCQA, CMS, and DMHC regulations and audit requirements, preferred
- Good documentation and strong communication skills
- Previous experience in auditing strongly preferred
- SAS skills preferred

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

Sincerely,

Royal Vandervort