

Administrative Support Associate Cover Letter

99214 Schmitt FordHarveyhaven, NM 75283-2056

Dear Shae Daniel,

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

In the previous role, I was responsible for medical record support including creation of new charts, retrieval of appropriate documents, chart filing, database management (including entry, queries, and reports), and coordination of records with Health Information Services to assure timely and safe-keeping of all medical records.

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:

- Be highly reliable and punctual
- Value diversity and the opportunity to work with people from different cultures
- Represent the department well, interacting with people in a pleasant, helpful, and welcoming manner
- Be accurate and attentive to detail in their work
- Have a working knowledge of Microsoft Word and Excel, and able to learn new systems and technology with ease
- Excellent interpersonal skills individually and in a team environment
- Proficient in written and verbal communications by providing clear and concise communication
- Editing and/or data handling skills

Thank you for taking your time to review my application.

Sincerely,

Parker Prosacco