

Business Office Cover Letter

33035 Jewel CourtWeissnatfurt, PA 88565-1222

Dear Ari Goyette,

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

In my previous role, I was responsible for functional support for Purchasing, Payables, Payments, Payables, iExpense and P2P accounting flows to General Ledger.

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:

- Experience with cash handling, banking and customer service
- Basic computer and calculator knowledge
- Completion of PMC's Medical Terminology Test for BOS/PSR/PAR Staff with a passing score within 90 days of hire
- Possess basic knowledge of medical terminology (Preferred)
- Possess knowledge of health insurance billing (Preferred)
- Word processing speed of 40 words per minute or data entry speed of 60 keystrokes per minute
- Proficient in MS Word, Excel and PowerPoint with a willingness to learn new software
- PeopleSoft , ADP, Kronos

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

Sincerely,

Shae Heathcote