

Business Office Cover Letter

514 Bailey PineWest Kristeen, NM 54263-6001

Dear Brooklyn Runte,

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

In the previous role, I was responsible for advise and support to management and/or other departments on financial planning, budgeting and other accounting activities.

Please consider my experience and qualifications for this position:

- Familiarity with common medical terminology preferred
- Maintains current knowledge of registration processes and systems
- Displays on-going leadership in promoting positive attitudes and ensuring exceptional customer service
- Displays creativity in making process recommendations and to implement such change
- Normal office conditions will apply
- Thrive in a fast-paced office environment
- Working knowledge of health insurance and medical terminology
- Retention of educational based Revenue Cycle modules as verified by department competency requirements

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

Sincerely,

Story Klocko