

# Credentialing Coordinator Cover Letter

247 Crooks PinesElbertberg, KS 76481

**Dear Lennox Mertz,**

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

In my previous role, I was responsible for support with the medical licensure and hospital credentialing processes by communicating application requirements, coordinating application paperwork, providing copies of credentialing information and documents, working with medical staff/credentialing offices, medical boards, and/or outside licensing companies to prioritize applications and resolve any issues to ensure providers have obtained appropriate licenses and privileges.

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

- Proficiency in use of related applications/internal systems to collect information necessary to complete principal accountabilities (e.g., Healthcare System, MACESS/IMAX, Facets)
- High School diploma or GED equivalent from accredited institution
- Commercial healthcare knowledge
- Self-motivated and able to make process improvements
- Adaptable in a fast paced and changing environment
- Echo software knowledge preferred
- Computer literacy with word processing software
- Requires on-going flexibility

**Thank you for your time and consideration.**

Sincerely,

Skyler Kautzer