

Credentialing Coordinator Cover Letter

993 Zemlak Creek South Erleneshire, MA 45205-4445

Dear Corey Willms,

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 the previous role, I was responsible for oversight and management of credentialing/licensure/medical staff office team including training, supervising and performance evaluation.

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:

- High school diploma, GED, or equivalent certificate of competency and transportation work experience
- Works independently, is self-directed and effective in a high paced team environment
- Demonstrated proficiency in use of Microsoft Office applications (Word, Excel, Outlook), credentialing software, and conducting research using various internet resources and websites
- Credentialing Software
- Provider payer credentialing experience preferred
- High Proficiency in electronic data bases & use of internet for research preferred
- High school diploma with further education in business administration or healthcare field or equivalent experience
- Prior experience in healthcare setting preferred

Thank you for your time and consideration.

Sincerely,

Tatum Mayer