

# Credentialing Coordinator Cover Letter

60960 Champlin InletBrigidshire, UT 60699-7226

**Dear Royal Ruecker,**

Please consider me for the credentialing coordinator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for accurate and timely response to inquiries regarding provider status as it relates to the credentialing and re-credentialing process.

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:

- Demonstrated proficiency in MS Office and Internet searches
- Acquire and maintain in-depth knowledge of departmental processes and procedures
- Able to learn and use a database
- Able to follow instructions and use time productively
- Able to work individually in a team environment
- Attentiveness to accuracy
- CMCS or CPMSC Certification
- Monthly Board updates

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

Sincerely,

Hayden Kuhic