

Department Secretary Cover Letter

36094 Mohr Mews New Alejandrina, CA 84006

Dear Finley Wilderman,

In response to your job posting for department secretary, I am including this letter and my resume for your review.

In my previous role, I was responsible for cross coverage for Residency, Fellowship and Medical Student Education Programs in the Stead Family Department of Pediatrics.

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

- Coursework in medical terminology/medical billing
- Performs a wide variety of assignments including requisitions, forms
- Greets patients and families in a professional and caring manner
- Assists in gathering information for the preparation of reports, patient tests and billing
- Schedules procedures and exams in computer system
- Maintain record keeping and filing system of reports, films and requisitions according to departmental policies
- Occasionally lifts supplies/equipment
- Work experience in health care highly preferred

Thank you for taking your time to review my application.

Sincerely,

Zion Schoen