

Front Office Assistant Cover Letter

4503 Marcelino RestJoanburgh, MI 06014

Dear Dallas Murazik,

I submit this application to express my sincere interest in the front office assistant position.

In my previous role, I was responsible for direct support to candidates (applicants) with electronic record management, registration, scheduling, retakes, and other miscellaneous items.

Please consider my qualifications and experience:

- Understands importance of strict confidentiality of internal/personnel affairs and client information
- Polished and professional with a friendly demeanor
- Advanced computer skills, including Microsoft Word, Excel, Outlook
- Polite nature and well presented
- Positive attitude with a willingness to assist with internal and external stakeholders
- Fully subsidised hospital & surgical cover
- Previous experience in health care field in related work preferred
- Experience scheduling for medical offices preferred

Thank you for taking your time to review my application.

Sincerely,

Sam Watsica