

Front Office Assistant Cover Letter

5277 Thomasena Manor West Blake, ND 62304-4985

Dear Justice Streich,

I would like to submit my application for the front office assistant opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for back-up and overflow coverage for admission support tasks including registration functions, scheduling of admissions, preparation of clinical hand-off packets, data entry, reconciliation of patient lists, and document scanning.

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:

- Bune abilitati de planificare si organiza
- Cunoscator MS Office si Outlook
- Persoana punctuala, organizata, cu capacitate de prioritizare si de gestionare a multiplelor activitati
- Understand responsibilities can change day to day
- Professional phone voice because most orders are processed over phone
- Working knowledge of Word, Excel, Outlook and Adobe
- Goal oriented, engaged, motivated, disciplined, authentically enthusiastic
- Prefer some coding experience

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Cameron Konopelski