

Front Office Assistant Cover Letter

4214 Thiel MillsMarquitatown, WI 33303

Dear Jordan Moen,

Please consider me for the front office assistant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for patient access training to include registration and scheduling, check-in, check-out, patient continuity of care, and end of day reporting.

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

- Extensive experience working in a fast-paced environment, sometimes under pressure
- Collaborative team player capable of working well with people across all hierarchies internally
- Good organizational skills and strong customer orientation and focus
- Good interpersonal skills such as communication, listening and writing
- Observe safety principle and work in a safe manner
- Available to work open time slots
- Successful completion of insurance training within first 90 days of hire
- Understanding of occupational medicine

I really appreciate you taking the time to review my application for the position of front office assistant.

Sincerely,

Landry Dickens