

Health Information Cover Letter

408 Quinn Villages Omarfort, TX 62888

Dear Casey Hickle,

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

In the previous role, I was responsible for expertise in support of new company initiatives to ensure implemented solutions comply with information security and privacy standards.

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

- An orientation to detail, and maintain accuracy
- Requires excellent customer service, communication and interpersonal skills
- Health Unit Coordinator or Medical Assistant experience
- College course work in health information management or related studies
- Completion of a medical terminology course is strongly preferred
- Knowledgeable in the use of all pertinent office machines
- Previous keyboard experience
- Computer skills, including data entry, spreadsheet, and word processing experience preferred

I really appreciate you taking the time to review my application for the position of health information.

Sincerely,

Robin Hartmann