

Medical Administrative Assistant Cover Letter

5127 Goodwin Path East Gertrudis, MA 43839

Dear Tyler Berge,

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

Previously, I was responsible for office operations support such as maintaining record-keeping systems, monitors and updates supplies inventory, time keeping, program budget, payroll, and account records.

Please consider my qualifications and experience:

- Experience with Microsoft Office Strongly Preferred (Outlook, Powerpoint, Excel)
- Requests medical records
- Requests pathology slides
- Prepares memos
- Familiarity with virtual meeting solutions (Webex, Video Conferencing, Microsoft Link and other communication tools)
- Adapt to ever changing environment - fast paced
- Collaborate with other team members to determine team, practice, or company needs, and work collectively to accomplish tasks, goals, and objectives
- Excellent phone presence and professionalism

Thank you for considering me to become a member of your team.

Sincerely,

Sawyer Langosh