

Medical Administrative Assistant Cover Letter

245 Genie Overpass South Brock, KY 50201

Dear Spencer Howe,

I submit this application to express my sincere interest in the medical administrative assistant position.

Previously, I was responsible for assistance according to Steward Medical Group policies and procedures, as well as and directives from the Director and Operations Administrator.

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:

- Personable, outgoing, polished, and articulate, as will be the face of the practice
- Extremely organized, resolving insurance issues in a real-time environment
- Experience with typing and with Microsoft Office products such as EXCEL spreadsheets
- Model company values, presenting a professional manner and appearance
- Act with integrity to maintain patient confidentiality and maximize patient satisfaction
- Project a positive, proactive approach to achieve goals and completion of projects timely
- Communicating with patients, other healthcare offices
- Administrative duties, such as filing, faxing, preparing charts and treatment records, invoices, and data entry

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Azariah Romaguera