

Medical Administrative Assistant Cover Letter

78088 Koch FlatKleinmouth, NY 78852-2048

Dear Emerson Adams,

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

Previously, I was responsible for accurate, complete, legible and timely documentation of all procedures performed in the medical record.

Please consider my qualifications and experience:

- Previous administrative experience necessary
- Understanding of SAP / Coupa payment processes/ GMS refund schemes
- Advanced knowledge of most common software packages including Microsoft Word, Excel and Outlook Socrates GP system
- Attention to detail and accuracy and excellent organisational skills essential
- Supports face-to-face and teleconference meetings for Medical Affairs staff
- Experience with project management, data input/management/reporting tools, and budgets preferred
- Knowledge of principles and processes for providing customer and personal services including assessing customer needs, meeting quality standards for services, evaluating customer satisfaction and maintaining confidentiality
- MS Office Suite and other appropriate software packages and technical collaboration tools [e.g., Adobe and SharePoint software]

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

Sincerely,

Sutton Jenkins