

Medical Administrative Assistant Cover Letter

721 Sparkle FortWest Carterview, UT 43999

Dear Baylor Funk,

In response to your job posting for medical administrative assistant, I am including this letter and my resume for your review.

In the previous role, I was responsible for accurate, complete, legible and timely documentation of all procedures performed in the patient's medical record.

Please consider my experience and qualifications for this position:

- Experience in the use of internet
- Data compilation into reports
- HHA exchange software experience is strongly preferred
- Knowledge of MS Word and basic Excel
- Proven office software applications skills (Microsoft Word, Excel, PowerPoint, People Soft)
- Previous experience in healthcare administration or other related fields
- Familiarity with medical billing procedures
- Familiarity with clinical Confidentiality rules and procedures

Thank you for taking your time to review my application.

Sincerely,

Jordan Dach