

Medical Administrative Assistant Cover Letter

8883 Andy Inlet Geraldineberg, KS 71142-8746

Dear Landry DuBuque,

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

In the previous role, I was responsible for standard interpretations of travel regulations, CUSAS coding, and other procedures.

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:

- Excellent communication skills (verbal, written and electronic)
- Comfort and sensitivity a wide variety of diversity issues
- Certificate of completion of a Medical Administrative Assistant , Medical Assistant (MA), or Emergency Medical Tech (EMT) program
- Experience supporting a Vice President or above is preferred
- Experience working with procurement systems, travel systems and vendor systems (PDM, on-line travel arrangements, Concur, Totality, Ariba, Aravo systems) is preferred
- Demonstrated proficiency with productivity tools and portal technologies
- Skilled in use of basic office equipment, , fax, photocopying equipment
- Prior experience with direct patient care as a certified medical assistant preferred

Thank you for your time and consideration.

Sincerely,

Emerson Balistreri