

Medical Office Cover Letter

3551 Stroman Dam Bobbyefort, MT 75699

Dear Tatum Wiza,

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

In the previous role, I was responsible for medical oversight for safety data evaluations by confirming the strategy for the safety review/analysis and endorsing the medical safety evaluation.

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:

- Athena medical software
- Medical Secretary Duties
- Medical office duties
- Prepare germicidal solution as directed
- Filing, copying, and organizing documents
- Receiving and shipping of products and supplies
- Room patient with appropriate paperwork and initial history completed
- Data entry into Electronic Medical Record (EMR)

Thank you for your time and consideration.

Sincerely,

Dakota Johns