

Medical Records Assistant Cover Letter

199 Schaefer PrairieNew Amadaside, MD 99108-7067

Dear Hayden Breitenberg,

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

In the previous role, I was responsible for general administrative support to the wider CoSec, Legal and Risk team and complete general office duties.

Please consider my experience and qualifications for this position:

- Good computer skills and work as a team player
- Able to interact with patients and medical staff professionally
- Medical Office/Medical Terminology
- Medical records or medical office experience preferred
- Trained in HIPAA compliance
- Experience working with diverse college student population
- Experience working with Excel and financial documents
- Familiarity with HIPPA, Federal and State Laws

Thank you for your time and consideration.

Sincerely,

Lennox Schultz