

Optometry Cover Letter

69244 Moore ExpresswayOkunevafurt, AL 97567-0537

Dear Dakota Leannon,

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

In the previous role, I was responsible for guidance to departmental personnel in medical office on administrative policies and 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:

- Quality – Strives to eliminate errors, accurate work is a priority, seeks opportunities to improve product/services
- Teamwork – Accountable to team, works to meet established deliverables, appreciates view of team members, respectful
- Technical Skills – Maintains current understanding of technical processes/equipment, uses technology to increase performance/productivity
- Experience with DonorPerfect or other donor management software is preferred
- Identifies, evaluates and addresses the needs of faculty, students, patients, staff and related stakeholders
- Adapts to changing priorities and works under pressure to meet deadlines
- Demonstrates effective written and oral communication and interpersonal skills as related to problem-solving and conflict management are essential
- Demonstrates pleasant and professional customer-service skills

Thank you for your time and consideration.

Sincerely,

Morgan Howe