

Outreach Coordinator Cover Letter

135 Cormier Motorway Hipolitoborough, VT 27009-0406

Dear Spencer Romaguera,

I submit this application to express my sincere interest in the outreach coordinator position.

Previously, I was responsible for administrative support with preparing presentations, data entry, spreadsheet generation, photocopying, report compilation, telephone coverage, scheduling meetings, and sorting mail.

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:

- Communications/Member communications
- Communications/Provider communications
- Customer Service/Customer service - Medical Office, Hospital experience
- Customer Service/Customer service - Health Care , Medical office
- Office equipment/ Scanners/ Fax machines
- Office Machines such as Fax, Scanners
- Knowledge of Medical coding and medical record
- Professional communication skills both written and verbal, especially for telephonic duties

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Baylor Stroman