

Patient Services Associate Cover Letter

8373 Johns PlazaLezlieland, AR 05550

Dear Story Swaniawski,

Please consider me for the patient services associate opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for back-up first-level immigration advising to international scholars on visa status, university policies and procedures, cultural adjustment, academic, and other matters.

Please consider my qualifications and experience:

- Experience using a computerized patient information system and appointment scheduling software (MiDent, Axium, MiChart)
- Demonstrate excellent customer services skills and telephone etiquette
- Exhibit a professional and positive image during all interactions
- Possess outstanding organizational skills and attention to detail
- Demonstrate basic computer skills using Microsoft Office products
- Have excellent punctuality and attendance record
- Assist families with records when requested
- Prepare for upcoming clinics and prepare who needs documentation before or during appointments

Thank you for taking your time to review my application.

Sincerely,

Emery Powlowski