

Practice Administrator Cover Letter

11185 Thea PlainsNew Truman, ME 80835-9595

Dear Tyler Monahan,

I would like to submit my application for the practice administrator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for case management and care coordination with providers of service including but not limited to primary care providers, school personnel, family members, and other mental health and community partners.

Please consider my experience and qualifications for this position:

- Advanced business training preferred
- Exceptional organisation skills / Excellent attention to detail
- A can-do attitude, self starter and pro-active approach
- Experience in medical office setting preferred
- Knowledge of HR, benefits, budget, compliance, payroll, accounts payable, accounts receivable and medical practice management
- Manage daily operations at the practice site to coordinate work activities and schedules
- Strong Excel skills (vlookups and pivot tables, macros would be an asset)
- Strong underwriting administrative assistant expertise, including knowledge of systems and processes

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Hayden Lind