

Radiology Scheduler Cover Letter

1226 Hamill FlatsAlvaromouth, AL 91391-8440

Dear Lennox Rempel,

I am excited to be applying for the position of radiology scheduler. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for diagnostic quality CT exams under the direction of a cardiologist and per policy.

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:

- Fundamental knowledge and skill in utilization of computer application
- Level of proficiency in the use and application of MS Office (Word, Excel, and PowerPoint) varies by department
- Computer skills (Meditech, IntelliSource RIS Logic for previous history, basic Windows functionality, basic keyboard knowledge)
- Knowledge of medical terminology or Radiation Oncology procedures preferred
- Computer experience, including data entry and e-mail
- Phone, Fax, and other office equipment skills
- Willingness to float to other centers/work weekends when needed
- Effective communication skills to deal with patients from infant through geriatric age groups

Thank you for taking your time to review my application.

Sincerely,

Avery Bashirian