

# Rehab Services Cover Letter

6394 Hildegard TunnelAufderharbury, OK 29259

**Dear Emerson Wehner,**

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

Previously, I was responsible for administrative support, including word processing generation of presentations/proposals, preparation of legal documents, and general correspondence.

Please consider my experience and qualifications for this position:

- If applicable for site, CPR/BLS certification current
- Previous experience working in a fast-paced office environment
- Working knowledge of computer and word processing skills
- Proficient knowledge of medical terminology and medical insurance processing preferred
- Supervisory/lead or program management experience
- Knowledge of community resources, home health reimbursement, and regulatory issues
- Documented successful experience leading teams and/or a variety of clinical staff with sustained results
- Experience in public speaking, preparing meetings, communicating with vendors and business affiliates, adjusting staff schedules and providing leadership to staff preferred

**Thank you for taking your time to review my application.**

Sincerely,

Armani Baumbach