

Secretary Receptionist Cover Letter

20451 Kertzmann ShoalToryshire, ND 29703-1342

Dear Bellamy Flatley,

I submit this application to express my sincere interest in the secretary receptionist position.

In my previous role, I was responsible for referrals and insurance authorizations for diagnostic and surgical procedures as directed by office manager.

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:

- Maintains supply closet
- Utilizes knowledge of medical terminology and hospital/clinic procedures
- Enters patient charges on a daily basis
- Perform all receptionist responsibilities for Development & Alumni Affairs including routing of incoming calls, insuring phone coverage for administrators and other clerical staff and taking RSVPs for special events
- Answering phones, taking and routing messages, screening and greeting visitors
- Handle incoming and outgoing mail, prioritize mail and discard any unnecessary items
- Personally responds to requests for information concerning office procedures
- Determines which requests should be handled by the supervisor, appropriate staff member or other offices

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

Sincerely,

Azariah Murphy