

Services Coordinator Cover Letter

4593 Virgil Gardens South Ammiestad, NC 85289-1192

Dear Dakota Kunze,

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

In the previous role, I was responsible for clarification for independent medical exams (IME), medical records, lab results, office notes, MRIs, and any other medical information that may have been submitted on behalf of the claim.

My experience is an excellent fit for the list of requirements in this job:

- Experience in a fundraising, sales, public relations, and/or sales desirable
- Experience working with legal documents and agreements preferred
- Previous experience working in academic or healthcare philanthropy desirable
- Experience with The Raiser's Edge, PG Calc and/or ADVANCE software preferred
- NAC, Nurse Delegation certificate, Modified Fundamentals of Care Certificate, Caregiver Specialty Dementia and Mental Health Certificate
- Experience managing professional/non-professional staff
- Competitive base salary and monthly bonus potential
- A strong demonstrable record of customer service

Thank you for considering me to become a member of your team.

Sincerely,

Riley Hermann