**LETTER TEMPLATE**

**MEDICAL RECEPTIONIST COVER LETTER**

**[Your Name]**

Dear HR Manager,

I am writing to express my interest in the Medical Receptionist job opening at your clinic. I believe my years of working experience as a medical receptionist makes me a suitable candidate for the position.

I trust that my outstanding ability to organize and prioritize enable me to perform efficiently in a bustling health care facility like yours. My current daily routine includes the following:

* Answering multi-line phone and transferring calls to the appropriate nurse, medical practitioner, or other office staff member.
* Greeting and interacting with a high volume of patients in a friendly and professional manner and assisting them in registration and other services.
* Utilizing a variety of software programs including Microsoft Office, Microsoft Excel, and other appointment scheduling system.
* Meticulously maintaining, organizing, and extracting medical charts, patient records while handling confidential information with utmost integrity.
* Operating the general email account and calling patients to remind them of their appointments.

I have a good command of English, both oral and written which are essential in passing on information and messages accurately between the patients, staff, and doctors. I completely enjoy working in this type of fast-paced environment due to my diligent nature and ability to multitask and swiftly adapt to different roles.

Please do not hesitate to contact me for further information. I believe that I would be a significant addition to your team and hope to contribute to the success of your clinic. I am available for interview at your convenience.

Thank you for your time and consideration.

Sincerely,

**[Your Name]**

**[Phone Number]**

**[e-mail]**