**Daron****Walker**

**1 Main Street,****New City land****CA****91010**

**Home:****(555) 322-XXXX**

**example-email@example.com**

**RE: Hospital Clerk, August 22, 20XX**

**Dear Mr. Bradley,**

I write in response to your ad seeking an experienced Hospital Clerk at Allied Medical. As a highly competent Hospital Clerk, I would bring a service-focused and hard-working attitude to this role.

In my current position, I maintain efficient and prompt medical admissions for patients and accurate and time inter-departmental reporting. I have a knack for problem solving and work well independently and with little oversight. I have excellent written and verbal skills, type 68 WPM error free, and have proficiency in PC usage, including MS Office.

I am extremely enthusiastic about the Hospital Clerk position with Allied Medical and the opportunity to take to contribute to your growing organization. .

Please review my attached resume for additional details regarding my expertise and abilities. I will follow up to request an appointment to discuss how my experience and background meets your needs.

**Sincerely,**

**Daron Walker**