**21 5th Street  
Galesburg, IL 63111  
(666) 999-XXXX  
abcd@email.com**

**November 12, 20XX**

**Ms. Sara Charles  
Deputy Manager Operations  
Galesburg Clinic  
55 Some Street  
Galesburg, IL 63325**

**Dear Ms. Charles:**

I am excited by the opportunity to combine my commitment to provide exceptional customer service with my clerical and recordkeeping skills in the role of Medical Records Clerk at Galesburg Clinic, a position you posted on indeed.com earlier this week. My related work experience and education have enabled me to develop the right skills that this position requires.

I am a strong candidate for this job because I have a demonstrated ability to coordinate the medical record process in the practice; scanning, filing, pulling charts, and copying medical records. My experience includes performing a variety of clerical tasks related to the processing and maintaining the electronic medical record and retrieving and processing of medical information by following pre-defined policies and procedures.

Furthermore, I am highly skilled in maintaining a patient focused environment, supporting the delivery of maximum quality care, sharing an enthusiasm for customer care, and exceeding patient contentment while attaining economic and operational targets. My enclosed resume contains more details about my qualifications and skills.

As an ambitious and experienced medical records clerk, I would welcome the opportunity to meet with you to discuss my skills and qualifications and how I would use the same to contribute to Galesburg Clinic. I will call you next Wednesday to confirm receipt of my application. If you need any additional information in the interim, you may reach me at (666) 999-XXXX or via email at abcd@email.com.

Thank you for your time and consideration. I look forward to meeting with you soon.

**Sincerely,**

**(Signature)  
Alisha Michael**