**MEDICAL SECRETARY COVER LETTER**

Dear Dr. Taylor,

I recently saw your job posting online, and I would like to put my name forth for consideration. I have several years of experience as a medical secretary, and I am ready to utilize my skills for an employer who values hard work and dedication. With my myriad of secretarial skills, I would be an excellent addition to your administrative team.

For nearly six years, I worked as a front-desk associate at a local internal medicine practice. My job was to check customers in and out, file important documents, and assist the physicians when needed. This job was challenging, but it provided me with the skills and abilities I need to be successful in the workplace.

I have a firm understanding of the secretarial responsibilities that I will be facing, and I have a history of superb job performance. I am the only worker in the practice who has received the ‘Employee of the Year’ award twice. I have also been charged with supervising entry-level administrative workers.

I am appreciative of my current job, but I feel that I am ready to pursue a role that offers more responsibility and learning opportunities. I am ready and willing to provide exceptional administrative services to your practice. Thank you for your consideration.