**PATIENT SERVICE REPRESENTATIVE COVER LETTER**

Dear Mr. Gupta,

I am writing today to apply for the open patient service representative position in your office. I believe I am the ideal candidate for this entry-level position because I am enthusiastic and dependable. I also recently completed my two-year degree in patient services.

Your ad calls for an applicant who has the ability to work with customers in person and on the phone, and it also emphasizes the importance of strong written communication skills. In addition to my education and training, I also have past experience in customer service jobs that helped me build these skills. I have worked in both call centers and stores in this capacity.

I also saw that your ad needs a representative who can keep pace with technology, and as a recent graduate, I not only have the training needed to work with today’s medical and appointment-setting software, I also have the core skills needed to keep learning as that equipment is updated.

I know your office would be the right fit for my skills and my outlook. I hope to have the opportunity to continue making my case for my candidacy in an interview setting.