**Carolyn Ward**

[Street Address]  New York, NY 55900

Phone: (123)-456-7890  Email: [Email Address]

**Today’s date**

Dr. Roger Cox

ABC Clinic

Address, City, State, zip

**Re: Medical Receptionist Position**

Dear Dr.,

I am contacting you to submit my resume for the position of medical receptionist, as advertised on your clinic’s website.

I have worked in various medical institutions and am very skilled at multitasking in busy environments while ensuring that patients feel cared for and not rushed. I have an outgoing personality but am also detail oriented and handle medical paperwork efficiently.

My work day at my current job includes:

* Scheduling appointments.
* Answering patient questions.
* Organizing patient files and documenting new information.
* Assisting patients in filling out insurance forms.
* Collecting fees and giving change, and recording all transactions accurately.

I am experienced in using Hospital DB Software and Microsoft Office, and maintaining the inventory of office supplies, and am open to assuming more responsibilities as needed.

I bring to my work high-level organizational skills as well as a compassionate heart.

Please be in touch with me to arrange for an interview.   
I can be reached at 123-456-7890 or [Email Address].

Cordially,

**Carolyn Ward**

**Enclosure – My Resume**