**MEDICAL RECEPTIONIST COVER LETTER**

**[Your Name]**

**[Date]**

Dear Mr. Doe,

I am writing to apply for the medical receptionist position that I saw advertised online. As an experienced medical professional who has previously worked a similar position for several years, I am confident that I am an ideal candidate for this opportunity.

At my previous job, I consistently provided exemplary service to a wide variety of hospital patients in several different departments. I answered any questions regarding hospital policies, insurance filings, healthcare costs, and appointment times with professionalism, tact, and friendliness. I also successfully collaborated with nurses and doctors if a patient was experiencing a serious health problem.

I have excellent interpersonal skills that allow me to provide the utmost service to patients. In addition, my well-developed organizational skills allow me to multitask easily in a fast-paced environment. I can work on several tasks at once without confusion. I am positive that I can successfully manage sensitive patient accounts with ease, as well as maintain a professional demeanor when communicating on the phone and in person.

I would love to continue working in a field that lets my passion for good customer service shine. Thank you for taking the time to look over my application, and I hope that we can schedule an interview in the near future.

Thank you for your time and consideration.

Sincerely,

**[Your Name]**

**[Phone Number]**

**[e-mail]**