**HOSPITAL RECEPTIONIST COVER LETTER**

Dear Ms. Reina Watlington,

I am applying for the Hospital Receptionist position with Huggins Hospital.

I have two years of experience working in a medical facility and I am familiar with all types of office equipment such as switchboards and intercom systems. I am computer literate with knowledge of a variety of MS programs such as Word, Outlook and Excel. I also have experience transferring patient information to different departments within a facility and recording this data into databases for storage.

I possess strong interpersonal skills with the ability to maintain a pleasant and friendly attitude when greeting or assisting visitors and patients. I have excellent communication skills with the ability to answer questions and to provide accurate information in person and by phone. I have the skills to keep track of all patients checking in and out of the hospital, to acquire all insurance information and to keep patient files updated.

I have extensive knowledge of medical terminology and the ability to learn your hospital procedures and policies in a fast and efficient manner. I have outstanding organizational and time management skills that make it possible to perform the duties required by this position efficiently. I also have the ability to remain calm and to maintain a good, positive attitude when working under pressure or during emergency situations.

I have the ability to represent your hospital in a professional but friendly manner that helps to create a positive impression. I hope to meet with you soon to discuss my credentials and the details of this position in more detail.

My contact number is (555)-555-5555.

Respectfully,

**[Your Signature]**

James Frame