March 17, 2013

Ms. Sue Snow

Manager

MedBest Medical Management

1993 French Street

Malone, NY 12347

Dear Ms. Snow:

I was excited to see your opening for an administrative coordinator in the *Malone Telegram* on Tuesday, March 14. MedBest Medical Management has a mission dedicated to outstanding patient care and “values people above all.” I have experience with patient satisfaction, problem solving skills and a diverse background in administrative systems that I believe would be a strong addition to your team.

I interned for four months with the patient satisfaction team at Dixon Hospital where I observed the efforts made to improve patient satisfaction. The leadership team dedicated to this mission improved patient/customer satisfaction by more than 60%. I learned that the patient’s experience is effected by every employee. I recognize the importance of staff working together for the good of our patients, and would be eager to bring this value to MedBest.

My problem solving skills were developed during my time as an office assistant at a pediatrician’s office. We handled over 30 patients a day on average. My goal was to make sure each patient was treated with care and that their needs were addressed as quickly as possible. I welcome the opportunity to contribute this skill to the MedBest team.

Efficiency is critical in a medical environment. I worked for six years in various roles at Dixon Hospital. My responsibilities have been with managing patient care and service along with improving office efficiency through the use of updated software and systems. Using technology to improve the patient’s experience has been a personal goal of mine throughout my time at Dixon Hospital. I am committed to providing a positive experience for the patient and I feel that I could contribute greatly to MedBest’s goal of outstanding patient satisfaction.

Joining the MedBest Medical Management team would be a wonderful career opportunity for me. Thank you for your time and attention.

Sincerely,

Holly Break

Enclosure

[Check out sample Business resume to see how a resume and cover letter should look visually coordinated]