

Marie Saget

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January 1, 2021

Francesca Kepley

Hiring Manager

Cross Hospital

(740) 123-4567

f.kepley@holycrosshospital.org

Dear Ms. Kepley,

I serve my community in my current Medical Assistant position by combining medical knowledge, business skills, and an empathetic personality. I'm proud of the 97% customer satisfaction rating I achieved in the past year and of the three five-star Google reviews that mentioned me by name. I believe I can further my passion for compassionate care at Cross Hospital and am excited to become a part of your award-winning team.

Over the past two years, I have been commended for my flexibility, eagerness to learn and unwavering dedication to excellent patient care. So far in my career, I have:

- Collected and recorded patient info for 30+ patients daily
- Automated text and email payment reminders, reducing past-due accounts by 15%
- Interpreted for Creole-speaking patients, greatly improving patient intake times and patient-staff relationships
- Volunteered with a community charity's mobile health services in underserved communities

I am available to share with you how I can help Cross Hospital continue to serve our community with excellence. Please contact me at your earliest convenience to set up an interview.

Sincerely,

(Insert Signature Here)

P.S. I'd love to tell you about what I accomplished on my recent health mission trip to Haiti.

Marie Saget