

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of a Chiropractic Assistant at [XXXYYYY organization]. My …… years of working in the above position at [XXXXYYY organization] match well with the specifications required for this job.

With a strong network of professional, educational qualifications, handling health issues - I am sure to deliver positive outcomes as per your organization requirements. My past experience in the above role helped me understand various procedures and guidelines surrounding the same like -

* Taking general diagnostic information like blood pressure, weight, temperature, etc.
* Keeping the record of patient and their treatment plans.
* Management of the schedule and making appointments for the patients.
* Confirmation of the above.
* Collection and processing of payment and insurance coverage.
* Managing the waiting room area.
* Answering patient queries and issues.
* Handling the inventory and associated costs.
* Educating the patients about the best course of treatment and preparing them for the same.
* Managing the overall resources and patient outcomes.
* Handling feedback calls and answering emails.
* Ensuring that the right outcomes are available in the right time.
* Bringing customers to try the advanced treatments.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

**Robert Smith**

**Chiropractic Assistant**