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| **robert smith**  **Clinical Manager** | Phone:(123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address:1737 Marshville Road, Alabama |

[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],

I was overwhelmed when I came across \*\*\*’s job opening for a Clinical Manager role. With more than 15 years of clinical experience in the medical field, including 5 years in managerial posts, I strongly believe that I have the managerial skills, and experience needed to manage, and lead your staff and department as your new Clinical Manager. From fostering a network with medical professionals, employees, and patients, to ensuring the employees handle the job with utmost efficiency, I can assure you of optimal service from my end. I am a dedicated professional, with a good background in education, and a passion for handling patients, and their family members. My experience at \*\*\*, \*\*\*, and \*\*\*\* has helped me in understanding various clinical procedures, and guidelines encompassing this field. Having said this, I request you to kindly have a look at my following qualifications –

* Spearheaded \*\*\*\*’s operations by overseeing patient services, and support provided; while monitoring the employee’s dedication, support, and care toward patients.
* Excelling in communicating with cross-functional team members, and ensuring optimal accuracy and efficiency
* Highly competent in several areas including supervision, budgeting, workflow oversight, and staff recruitment
* High level of discretion, accuracy, and integrity that will enable me to be a valuable asset to \*\*\*\*
* While working at \*\*\*, I improved my patient satisfaction rating by 35% and increased staff retention by 50%, leading to an overall budget reduction of 10%
* Supervised day-to-day operations for a 500-bed \*\*\* clinic from \*\*\* to \*\*\*, and supported 35 residents, and 15 medical professionals in treating more than 1000 patients each month.
* Streamlined patient flow and slashed patient wait time by almost 75% by improving the patient pre-registration process
* Holding a master’s degree with major in Healthcare Management, along with CNA certification as well from the \*\*\*University.

With my strong grasp of patient insurance processes and claims, coding, and audits, to expertise in medical and diagnostic coding, I excel in all facets of clinical management. And I also have a strong commitment to providing excellent patient care. If hired for this role, I would strive to look for ways to improve \*\*\*\*’s operations and be an excellent fit for this role. Thank you for your time and consideration. Looking forward to hearing from you soon.

Sincerely,

[Your Name]