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| **robert smith**  **Health Information Technician** | 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],

This letter is to seek your attention towards my job interest for the available role of your Health Information Technician. With the experience of 2 years, I have seasoned my strengths to successfully propel the team's success. Spotlighting my current role responsibilities for you to gauge my skills and work commitment:

* Enter the details of newly admitted and discharged patients.
* Develop all the requested records.
* Complete the missing details on analyzing the data sets obtained from physicians and medical professionals.
* Update the patient health information systems on a regular basis.
* Carry out general administrative work.
* Train the well-qualified new hires.

I am well-equipped with great communication skills, accuracy-oriented and proper knowledge of adherence to hospital norms and guidelines.

Thank you for referring to my job application. I am submitting my resume to impart more information about my educational and work background. I am hoping to have a detailed discussion with you regarding this job role.

Best Regards,

[Your Name]