

**Robert Smith**

**Health Unit Coordinator**

[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],

As a seasoned and experienced health professional, I want to display my enthusiasm to join your hospital as a Health Unit Coordinator. I happened to learn about the job opening in a job portal. I have superior problem-solving skills and computer literacy to manage the patients’ medical records efficiently.

Outlining my current job duties for your consideration:

* Greet and help the patients.
* Answer telephone and address the inquiries.
* Liaise between the physician and patients.
* Complete the formalities and paperwork on admission and discharge of patients.
* Provide assistance in onboarding and training of new hires.
* Ensure cleanliness and neatness in the hospital premises.

Remarkable communication, effective leadership, and comprehensive financial knowledge are the key skills that helped me excel in the current role. I feel confident to become an ideal asset for your team.

Thank you for walking through my job application. I am submitting my resume for your kind review. I am available for the personal round of interview at your soonest convenience.

Best Regards,

[Your Name]