**Robert Smith**

**Hospital Receptionist**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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 have been a long-time follower of your hospital and the associated medical institutions, and I was truly elated to see that your organization is looking for a Hospital Receptionist currently. I have a strong experience and training as a receptionist, especially working as a receptionist in the field of medical sciences for several years now. This experience combined with my passion and talent for communication and hospitality would help me to take up the role of a Hospital Receptionist in your company and give my best every day.

Highlights of my accomplishments as a Hospital Receptionist include:

* Hands-on experience in various scheduling tasks, such as documentation, patients files management, appointment scheduling, and rescheduling, medical charts organization, and some knowledge in medical warehouse assistance.
* Communication skills that help to effectively converse with surgeons, doctors, nurses, lab technicians, medical assistants, and also senior management staff in order to facilitate a high level of medical office operations.
* Ability to maintain grade one level of confidentiality, accuracy, and diligence, while keeping up my speed with the high inflow of work.
* Managing in-patient as well as out-patient information and their respective medical records with adherence to the mandatory, strict guidelines of HIPAA.
* An administrative background that has trained me in supporting several background tasks such as data filing and database management.
* Knowledge of several organizations and billing software and expertise in Microsoft Office programs, such as Excel, Word, and PowerPoint.

As a Hospital Receptionist at \*\*\*, I was responsible for a wide variety of administrative and hospitality tasks including managing patient scheduling, answering important phone calls, greeting patients, etc. I also have experience in handling insurance claims from various insurance firms and was also adept at managing accounts. If you're looking for a Hospital Receptionist who will thrive in a fast-paced medical environment, I am confident that my experience and my skills will enable me to become an ideal candidate for this role.

If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Hospital Receptionist post.

Thank you for your consideration.

Sincerely,

[Your Name]