**Robert Smith**

**Intake Specialist**

[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 am writing this application to elaborate on my skills that perfectly align with the job requirements of your Intake Specialist. I have a good amount of experience working as an Intake Coordinator for ABC Healthcare. I hold a Bachelor's degree in Behavioral Science that has well-prepared me to become your next Intake Specialist.

Please pay a glance at my below set of responsibilities in the current firm:

* Verify patients' insurance details and other demographics.
* Manage the new and follow up appointments.
* Ensure adherence with hospital's regulations and federal guidelines.
* Oversee the process of admission of patients.
* Process the bills and ensure that no payment remains due or pending.
* Answer the admission related inquiries of the clients over the phone, emails or in-person.
* Make sure that the patients are getting good care at the hospital.

My detail-oriented written and verbal communication helps me answer incoming calls and record the queries with accuracy. Outstanding interpersonal skills prepare me to establish strong relationships with the customers and convey insightful information to them. Being the senior team member, I am also involved in assessing call qualities and based on which I recommend improvement suggestions to my team members.

Thank you for taking my job application into consideration. I am attaching my updated resume below to handover insights about my academic qualifications and a list of work-related achievements to prove my fitness for the role. I hope to receive an invitation for further rounds of interviews to have further discussions over my role suitability.

Best Regards,

[Your Name]