

[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 came across your job posting in ABC Clinic for a Medical Billing Clerk position and I am interested in applying for it. I am the ideal candidate for this position due to my background as Medical Billing Clerk and I am confident that my additional industry expertise and knowledge will be very helpful to your company.

I am an enthusiastic and qualified professional with a Bachelor’s degree in Accounting from a reputed university.  I am an expert in all facets of medical billing, from patient billing to insurance claims, and I have a proven record of accurately charging insurance companies for the services. I am also familiar with medical billing software. I also have experience resolving billing concerns and inconsistencies.

Some of my accomplishments and qualifications include the following –·

* Maintained computer system, and handled billing to insurance companies and patients.
* Collected and processed payments from customers, insurance providers, and company accounts.
* Trained new hires and extended direct supervision.
* Recognized as Employee of the Year twice times.
* Submitted claims electronically using software technologies.
* Monthly statements were printed and delivered to the organization and client's accounts.
* Reviewed past-due client balances and forwarded the appropriate ones to collections.

I have a strong desire to assist others. I appreciate having a fast-paced workplace where I can put my skills to use to enhance the lives of many others. I am convinced that I can contribute significantly to ABC Clinic and eagerly await the opportunity to explore my abilities in greater depth.

I would be delighted to discuss further with you in the weeks to come about the position in your esteemed organization. Should you be requiring any additional information, I would be pleased to share it. Please feel free to contact me. I Appreciate your while and thought in this regard.

Sincerely,

[Your Name]

**Robert Smith**

**Medical Billing Clerk**