**Robert Smith**

***Contact details***

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**Medical 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],

I was delighted to find an opening for the position of Medical Coordinator with your reputed company. Being a well informed and experienced professional, I have developed a great sense of the medical administrative tasks along with honing my role specific skills.

A few of my current duties are mentioned below:

* Provide assistance in the management of medical staff support.
* Greet and welcome the patients at the hospital.
* Respond to telephone and address the inquiries.
* Liaise between the doctors and patients.
* Fulfil the formalities and paperwork on admission and discharge of patients.
* Onboard and train the new medical support staff.
* Ensure cleanliness and tidiness in the hospital premises.
* Perform other duties as per the requirement.

I am expert at communicating with the visitors, colleagues and other stakeholders along with managing all the clerical duties of the hospital. I am confident that my skills as mentioned earlier and KRAs would conform to your expectations from the role.

I would like to express my thanks for reviewing my application. You can weigh up my career specifics in the enclosed resume. I am looking forward to having a chance to showcase my industry relevant skills.

Best Regards,

[Your Name]



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