**Robert Smith**

**Medical Office 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 was glad to notice that you have an opening for the position of Medical Office Specialist, so I applied for the position immediately. With my work experience and expertise, I can assist your office to achieve its objectives and targets as a Medical Office Specialist.

I established a reputation for offering top-notch patient care and making sure that people have a pleasant experience at the clinic. I have experience processing insurance claims and keeping track of patient information. Additionally, I am skilled at utilizing healthcare software and at using electronic health records.

Summary of my key contributions include –

* Gained three years of job experience at XYZ Medical Office.
* Capable of managing clerical and administrative work.
* Possess a solid understanding of medical terminology.
* Proficient in Microsoft applications like Office, Excel, and Word.
* Excellent communication and multi-tasking skills.

I am excited to be a part of your team and help you accomplish your goals and targets. I would love the opportunity to discuss my qualifications in further detail. I appreciate your interest and hope to connect with you soon.

Thank you for your valuable time and consideration.

Sincerely,

[Your Name]