[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 would like to submit my application for the Unit Coordinator position that you advertised on \*\*\* in the \*\*\*. I have enclosed my portfolio that details my educational qualification and my work profile in detail which I would request you to review at your earliest possible time. I am confident that strong interpersonal and exemplary communication skills can be put to actual use as I liaison between the management and the patients, and this would make me a significant contributor to \*\*\*. I have been working as a medical unit administrator for more than 5 years and bring a solid understanding of what it takes to make any facility run smoothly. I excel in communicating well with all types of patients, which enables me to collect the patient’s history accurately and in no time. I can also assist the medical team by supporting them in various tasks such as monitoring and noting vital signs, and collecting patient history. Highlights of my experience include the following –

* Working with \*\*\* for the past 5 years and performing administrative and clerical tasks in support of patient care providers, medical staff, other significant individuals, and outside agencies; with excellence in record management, insurance processing, and program coordination
* Excellence in collecting patient history, managing and recording databases, and maintaining updated paperwork including details of patient admission and discharges
* Demonstrable abilities to collaborate with various departments and collect required details to generate accurate bills
* Successful record of rendering superior patient care quality service and handling issues of patients effectively
* Familiarity with and the ability to adhere to health care coordination-related HIPAA guidelines, and the ability to train junior staff on this

I am highly trained in the field and have a great deal of knowledge of coordination duties, and assure you that I can learn all new procedures also quickly. As a part of the \*\*\* team, I hope to support your team and collectively work to attain your patient care goals. Please find my resume and references attached. You can call me () or email me () in case you should require any further details. I thank you for taking the time to read this letter.

Sincerely,

[Your Name]

**Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Unit Coordinator**