[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 submitted my Cover letter for consideration after learning of your need for a new Unit Secretary in your organization. I am certain that I possess the abilities and credentials you are seeking, and I am excited to add my expertise to ABC Healthcare Services.

As a Unit Secretary, I have more than five years of experience in this field, as you can see from my credentials. I have a strong knowledge of the objectives and tasks of this position, and I am convinced that I can contribute significantly to your team. I have experience managing a variety of administrative activities, and my record of accomplishments testifies for itself.

Some of my accomplishments and qualifications include the following –

* Proficient in handling calls, scheduling appointments, noting down messages, and compiling the documents
* Thorough knowledge of the procedures, policies, and medical terminology
* Solid understanding of the rules and regulations governing patient privacy in healthcare
* Able to maintain and update the information of the patients in the health care systems
* Efficient in using the medical software
* Great multi-tasking ability and ability to simultaneously work on various tasks

I think that my background as a Unit Secretary qualifies me for this job posting. I believe I can do all of my responsibilities promptly and efficiently. I am a dedicated and determined person who is constantly seeking new challenges.

I am sure I can go beyond the expectations you ask of me and contribute significantly to your ABC Healthcare Services. If I could get a chance to speak with you about how my qualifications and experience would be greatly appreciated. Hope I hear from you soon.

Thank you for your valuable time and consideration.

Sincerely,

[Your Name]

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

**Robert Smith**

**Unit Secretary**