[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 am writing to apply for the position of Ward Clerk with Fresh Meadows Medical Center. I am a customer service professional with over ten years of experience in the healthcare industry. In my current position as Ward Clerk with Jackson Hospital I provide customer service and clerical support for patients and staff.

In this role, I have demonstrated my ability to keep accurate paperwork on patient files and communicate with staff, doctors and patients regarding patient status, medication refills and other health-related issues. I am good at prioritizing tasks and ensuring that all information is properly filed.

The following are some highlights of my skills and accomplishments:

* Managing patient records, scheduling appointments, and providing general information.
* Maintaining records of supplies, equipment and services.
* Supporting doctors and nurses in administrative tasks.
* Handling both inbound and outbound calls to and from patients, families, doctors and nurses.

My customer service skills combined with my extensive experience in the healthcare industry make me an ideal candidate to fill this position at your hospital. I am highly organized, detail oriented, and able to multitask effectively. I have excellent interpersonal skills with both patients and healthcare professionals alike.

I would love the opportunity to meet with you in person to discuss how my experience would be a good fit for this role at Fresh Meadows Medical Center. Please feel free to contact me by phone or email anytime to set up an interview time that works for you!

Sincerely,

[Your Name]

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

**Robert Smith**

**Ward Clerk**