

Michelle Wynes
Receptionist
4884 Holden Street
Marion, IL 62959
[linkedin.com/michellezwynes](https://www.linkedin.com/michellezwynes)

12/09/19

Chelsey Ratcliff
Office Manager
Morton Medical Clinic
2804 Davis Court
Marion, IL 62959

Dear Ms. Ratcliff,

I'm excited to apply for the receptionist position at Morton Medical Clinic. Though I'm an entry-level applicant, I'm passionate about doing a good job and received multiple compliments from my manager at Ruby Tuesday for eSharon Beckstead
Medical Assistant
802-688-1353
sharonzbeckstead@gmail.com
[linkedin.com/in/sharonzbeckstead](https://www.linkedin.com/in/sharonzbeckstead)

12/9/19

James Whited
Clinic Director
Darben Sutton Medical Clinic
1752 Stone Lane
White River Junction, Vermont 05001

Dear Mr. Whited,

I'm writing to apply for the medical assistant internship position at Darben Sutton Medical Clinic. I'm Registered Medical Assistant and a recent graduate of NHU, with a passion for helping nurses, patients, and doctors to ensure the highest quality care and efficiency.

Your job posting says you need someone skilled in medical coding, clinical procedures, and billing. I maintained a 4.0 GPA in all those coursework areas, with 5 commendations from instructors for attention to detail.

I'd love to talk with you about how my skills in time management and collaboration can support the Darben Sutton Medical Clinic's needs and goals.

Best Regards,

Sharon Beckstead, Medical Assistant
802-688-1353
sharonzbeckstead@gmail.com

PS—I'm also happy to explain how my 100% score in business and technical writing can translate to zero-error documentation at your clinic. Efficiency, collaboration, and writing skills.

I'm very interested in beginning a career in the medical field, as I'm attending online classes for an associates degree in healthcare administration. I believe I'll make an excellent receptionist thanks to that passion, plus the following accomplishments:

- Answered 10+ phone calls from customers daily.
- Wrote daily reports of shifts using MS Office Suite.
- Collaborated with 30+ team members to sustain a facility-wide online review score of 96%.

I'm excited to show you how my efficiency and cheerful attitude can help provide a positive experience for patients at the Morton Clinic. Could we set up a time to discuss your needs?

Best Regards,

Michelle Wynes, Receptionist
michellezwynes@gmail.com
773-914-7965