

Michelle Wynes  
Receptionist  
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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 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  
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