

Shannon Niedzwicki

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September 16, 2017

Contact's Name
Contact's Title
Organization's Name
Organizations Full Street Address
City, State, Zip

List the position you are applying for.

Dear Human Resources:

It was with great excitement that I learned of the Medical Billing position that Ohio Health listed on Indeed. Please take the enclosed resume into consideration for employment. Ohio Health's employment reputation is well known for hiring reputable medical office professionals, a key factor in my seeking a position through you.

Having been successfully employed in various business, healthcare and service environments, I possess excellent customer service, computer, organizational and time management skills. This past year, I completed the upcoming completion of an Associate's Degree of Technical Studies in Medical Assisting, making me a qualified candidate for the opportunity you've listed. During the course of my education, I gained a solid knowledge of ICD-9, CPT, HCPCS, HIPPA policies, medical terminology and learned of the changes coming with ICD-10 clinical modifications. Bringing together employment and educational background in medical coding and billing I am confident that I can make a positive contribution to your company and team of healthcare professionals.

Why are YOU qualified for the position? What skills do you bring?

I'd like the opportunity to show how you can put my experience to work for you. I thank you in advance for your consideration. I'm excited about your organization, and I look forward to hearing from you soon. My resume is attached for your review.

Regards,

Don't forget to sign your cover letter!

My Name

Enclosure