

Steve Flynn

Lead Medical Receptionist
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January 1, 2021

Cecil Kline
Senior Hiring Manager
South County Hospital
(123) 456-7890
ckline@southcounty.org

Dear Mr. Kline,

Creating the new hire orientation program that covered my clinic's standards, procedures, and software was one of my proudest accomplishments as the lead medical receptionist for Rhode Island Free Clinic. I hope to provide this same success to the South County Hospital.

With more than 12 years of administrative experience, I feel drawn to SCH with its guiding values of care, respect, and collaboration to name a few. SCH's focus on quality and service is an ideal fit for my innovative skills. My past achievements include:

- Designed an incoming mail system with personal inboxes for each provider and manager within the clinic, eliminating the need for reception to handle, organize, and distribute the daily mail
- Led an office-wide inventory accountability program, decreasing discrepancies found on monthly orders and cutting costs by 15%
- Initiated new hourly lobby upkeep and cleaning protocols to maintain the cleanliness and organization of the waiting area

Please contact me at your convenience to schedule an interview. I'd like to discuss how my extensive administration experience can further the great reputation that South County Hospital has for integrity and excellence.

Best regards,

(Insert Signature Here)

Steve Flynn

P.S. — I'd like to explain how I organized and led an administration appreciation day at our clinic to boost employee morale.