**First & Last Name**

Phone Number | Email Address | City, ST

Date

Company Name

Company Address Line 1

Company Address Line 2

**RE: Position Title, Company Name**

Dear \_\_\_\_\_\_\_\_\_\_\_,

Thank you for reviewing my application for the position of \_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_. I am excited for the opportunity to explain my background and skill sets that I believe will bring great value to your team. I am skilled in \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ - all qualities that make me a strong candidate for this position.

You may notice from my resume that I have a background in \_\_\_\_\_\_\_\_. Through these experiences, I have gained transferrable skills that will allow me to adapt to your workplace environment and bring value and productivity to your team at \_\_\_\_\_\_\_. I have recently received education and training from MedCerts by completing the \_\_\_\_\_\_\_\_ program. At the end of this program, I received my certification(s) in \_\_\_\_\_\_\_\_\_\_\_. This education and training make me an even stronger and more knowledgeable candidate for this position, as I have developed the following skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (integrate referenced skills from the MedCerts program websites for inspiration). With these skills, I believe I will be able to perform the duties and responsibilities of this position with a great excitement, ultimately resulting in quality contribution to your company’s productivity and advancement.

You may notice a few barriers or challenges in my application. For example, \_\_\_\_\_\_\_\_\_\_ (*For example, you may notice that my work history consists of primary customer service, retail, and food and beverage. While these fields are not directly related to the field of \_\_\_\_\_\_\_, I believe I have developed a strong ability to be a quick learner, adapt to new environments quickly, and provide results and action in any new endeavor. These skills of motivation, adaptability, and a proven track record of success in past-roles make me a qualified candidate for this opportunity).* I hope these do not serve as barriers to future employment at \_\_\_\_\_\_. I am motivated to continue to learn more about the field of \_\_\_\_\_\_ and grow within your company. **(If this paragraph is not relevant to you, it does not need to be included – instead, fill the space with more skills and qualifications that you bring to the role).**

Thank you for your time in reviewing my application materials. I am passionate about your company’s mission of \_\_\_\_\_\_\_. It would be an honor to have the opportunity to join your team. If you have any questions about my candidacy or would like to discuss my future at \_\_\_\_\_ through an interview, I can be reached at 000-000-0000 or [emailadress@gmail.com](mailto:emailadress@gmail.com). Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,



First & Last Name



**Jane Doe**

000-000-0000 | [janedoe41@gmail.com](mailto:janedoe41@gmail.com) | Livonia, MI

March 26, 2021

Garden City Hospital

6245 Inkster Rd.

Garden City, MI 48135

**RE: Medical Biller & Coder, Garden City Hospital Human Resources**

Dear Hiring Manager,

Thank you for reviewing my application for the position of Medical Biller & Coder at Garden City Hospital. I am excited for the opportunity to explain my background and skill sets that I believe will bring great value to your team. I am skilled in basic medical billing and coding operations, customer service and communication, and teamwork/collaboration - all qualities that make me a strong candidate for this position.

You may notice from my resume that I have a background in retail and food & beverage operations. Through these experiences, I have gained transferrable skills that will allow me to adapt to the medical environment and bring value and productivity to your team at Garden City Hospital. I have recently received education and training through MedCerts by completing the Medical Billing Specialist program. At the end of this program, I passed the required certification exams to receive a Medical Coder & Biller Certification (MCBC) through the American Medical Certification Association (AMCA). This education and training make me an even stronger and more knowledgeable candidate for this position, as I have developed the following skills need to succeed in this role. (1) I possess the ability to identify major laws, regulations, and guidelines related to medical billing. (2) I cultivated the ability to recognize specialty modifiers and codes to utilize for medical billing. (3) I gained the knowledge to effectively submit and audit medical billing operations that are essential for a medical biller and coder. With these skills, I believe I will be able to perform the duties and responsibilities of this position with a great excitement, ultimately resulting in quality contribution to your company’s productivity and advancement.

You may notice that my work history consists of primarily customer service, retail, and food and beverage. While these fields are not directly related to the field of medical billing and coding, I believe I have developed a strong ability to be a quick learner, adapt to new environments quickly, and provide results and action in any new endeavor. These skills of strong work ethic and adaptability paired with a proven track record of success in past-roles make me a qualified candidate for this opportunity. I believe my unique background will not be a barrier in employment. Instead, I will use my background and education to show your team that I am motivated to continue to learn more about the field of medical billing and coding and grow within your company.

Thank you for your time in reviewing my application materials. I am passionate about your company’s mission of providing compassion, quality care to patients and better healthcare to communities. It would be an honor to have the opportunity to join your team. If you have any questions about my candidacy or would like to discuss my future at Garden City Hospital through an interview, I can be reached at 000-000-0000 or [janedoe41@gmail.com](mailto:janedoe41@gmail.com). Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,



Jane Doe

