

WRITING YOUR COVER LETTER

A cover letter serves as your opportunity to make a strong case for yourself as a competitive candidate for a position.

Think of this document as an advertisement for yourself, in which you advocate for yourself as a qualified and excited candidate. You will include a summary and explanation of your education, experience, and skills that will allow you to be successful in the position you are applying for.



WRITE YOUR BRAND STATEMENT:

My _____, _____, and _____ make me an excellent candidate for this opportunity.

*My **transferable skills in customer service and time-management**, my **ability to learn new things quickly and adapt to changing environments**, and my **determination and strong work ethic** make me an excellent candidate for this opportunity.*

Think about how your experience, background, skills, and passion/interest aligns with the specific job description. This will guide your letter.

YOUR EXPERIENCE

What you've done that fits the job:

Job/experience, course projects, clinical or externship experience, or self-driven work and volunteer experience.

YOUR BACKGROUND

How your background makes you a great fit:

Job or experience, volunteer work, education and credentials you've earned, and any other background information that displays skills.

YOUR SKILLS

Job-relevant skills that you've demonstrated:

Writing, adaptability, time management, planning, problem-solving, management, communication, teamwork, etc.

YOUR PASSIONS

Don't be afraid to show some enthusiasm!

Why are you excited about the position? How do you want to contribute to the professional field or company mission?

CRAFT YOUR LETTER

To begin...

Refer to the job description and company website for inspiration.

Look for keywords and phrases in the company's position description to include in your cover letter.

Introduce Yourself

This is your opportunity to share essential information about your candidacy with the hiring manager.

For example, you may want to share information about prior training, certifications, or experience that make you a qualified candidate for the role you are applying for.

Provide Evidence

In the body of your cover letter, you want to provide evidence that you have the skills and qualifications required for this position.

Be sure to include previous job duties/responsibilities, including projects you've worked on, skills you gained, and any other useful information that connects you to the role.

Show Some Passion

Look up information on the company website about the mission or values of the organization.

This research will give you the opportunity to have talking points in your letter and show some enthusiasm for the company you are applying at.

Jane Doe

000-000-0000 | 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

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 my 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, I can be reached at 000-000-0000 or janedoe41@gmail.com. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Jane Doe

TIP:

Proof it carefully (it's a good idea to have a friend, family member, colleague, or professional proof it too) to make sure it's concise and free of errors!