

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Medical Group/Organization Name]

[Street Address]

[City, State, Zip Code]

Dear [Mr./Ms./Dr.] [Hiring Manager Last Name],

I am writing to express my interest in the Medical Group Practice Manager position at [Medical Group Name], as advertised on [Platform/Source]. With a strong background in healthcare administration and a proven track record of optimizing clinic operations, I am confident in my ability to lead your multidisciplinary team toward continued success.

In my previous role as [Current/Previous Title] at [Previous Organization], I successfully managed [Number] staff members and oversaw a budget of \$[Amount]. During my tenure, I implemented [Specific Improvement, e.g., a new EHR system or billing workflow] which resulted in a [Percentage]% increase in operational efficiency and a significant improvement in patient satisfaction scores. I am deeply committed to ensuring compliance with HIPAA, OSHA, and other regulatory standards while maintaining a patient-centered environment.

My expertise includes:

- Revenue cycle management and financial reporting
- Staff recruitment, training, and performance evaluation
- Strategic planning and physician relations
- Workflow optimization and cost-containment strategies

I am impressed by [Medical Group Name]'s reputation for [Specific Attribute, e.g., excellence in primary care] and am eager to bring my leadership skills to your practice. I am certain that my ability to balance high-quality patient care with fiscal responsibility will make me a valuable asset to your administrative team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of [Medical Group Name].

Sincerely,

[Your Signature]

[Your Printed Name]