

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Address]

[Date]

[Hiring Manager Name]

[Clinic or Hospital Name]

[Facility Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my enthusiastic interest in the **Medical Receptionist** position at [Clinic/Hospital Name], as advertised on [Platform Name]. As a motivated professional with a strong foundation in [Relevant Skill, e.g., customer service or administration] and a commitment to patient-centered care, I am eager to contribute to your front-desk operations.

Although I am entering the medical field, my background has equipped me with the essential skills required for this role. I have developed exceptional communication skills and the ability to maintain composure in fast-paced environments. I am highly organized and proficient in [List software, e.g., Microsoft Office, Google Workspace, or any EMR knowledge], ensuring that administrative tasks and scheduling are handled with precision.

I am particularly drawn to [Clinic/Hospital Name] because of your reputation for [mention a specific value or specialty of the facility]. I am eager to apply my attention to detail and professional demeanor to help provide a welcoming and efficient experience for every patient who walks through your doors.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my dedication and quick-learning abilities can benefit your medical team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]