

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Medical Facility Name]
[Facility Address]
[City, State, Zip Code]

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

I am writing to express my strong interest in the Medical Receptionist position at [Medical Facility Name], as advertised on [Platform/Website]. With [Number] years of experience managing high-volume front-desk operations in [Primary Care/Specialty Care/Hospital] environments, I am confident in my ability to provide exceptional patient service and administrative support to your clinical team.

Throughout my career at [Current/Previous Employer], I have developed a deep understanding of medical terminology, [Name of EMR/EHR Software] systems, and HIPAA compliance protocols. My background includes:

- Managing complex scheduling for [Number] providers while minimizing patient wait times.
- Streamlining the check-in/check-out process, resulting in a [Percentage]% increase in administrative efficiency.
- Handling insurance verification, prior authorizations, and co-pay collections with high accuracy.
- Resolving patient concerns with empathy and professionalism to maintain a positive clinic atmosphere.

I am particularly drawn to [Medical Facility Name] because of your reputation for [mention a specific quality of the clinic, e.g., patient-centered care or excellence in a specific field]. I am eager to bring my bilingual skills in [Language, if applicable] and my commitment to operational excellence to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience as a medical receptionist can contribute to the continued success of [Medical Facility Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]