

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Address]

[Date]
[Hiring Manager Name]
[Hospital Name]
[Department Name]
[Hospital Address]

Dear [Hiring Manager Name or "Hiring Committee"],
I am writing to express my interest in the Medical Receptionist position at [Hospital Name], as advertised on [Platform where you found the job]. With a background in [Number] years of administrative support and a strong commitment to patient-centered care, I am eager to contribute to the efficiency and professionalism of your front desk operations.

In my previous role at [Previous Employer Name], I managed high-volume patient scheduling, insurance verification, and medical record management using [Specific EMR/Software, e.g., Epic or Cerner]. I am adept at maintaining a calm and welcoming environment during peak hours, ensuring that patients feel supported from the moment they enter the facility. My experience has equipped me with the ability to handle sensitive information with strict adherence to HIPAA regulations and hospital confidentiality protocols.

What draws me to [Hospital Name] is your reputation for [mention a specific hospital value, e.g., excellence in cardiac care or community outreach]. I am confident that my skills in multi-line phone systems, billing coordination, and interpersonal communication will allow me to provide the high level of service your patients expect.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your front desk team.

Sincerely,

[Your Signature]
[Your Printed Name]