

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Hiring Manager Name]  
[Clinic or Hospital Name]  
[Facility Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Part-Time Medical Receptionist position at [Clinic/Hospital Name], as advertised on [Platform where you found the job]. With a background in [Previous Experience/Customer Service] and a commitment to patient care, I am eager to contribute to your front-desk operations.

In my previous role as [Former Job Title], I developed strong skills in [Skill 1, e.g., high-volume scheduling], [Skill 2, e.g., medical record management], and [Skill 3, e.g., insurance verification]. I am proficient in using [Specific EMR/Software names] and maintain a calm, professional demeanor in fast-paced medical environments. I understand the importance of HIPAA compliance and ensuring every patient feels welcomed and supported from the moment they arrive.

Specifically regarding the part-time nature of this role, I am available to work during [mention specific shifts or days available]. I am looking for a long-term opportunity where I can provide consistent administrative support to your clinical team while ensuring a seamless experience for your patients.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can benefit [Clinic/Hospital Name].

Sincerely,

[Your Signature]  
[Your Printed Name]