

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

[Date]

[Hiring Manager Name]
[Practice Name]
[Office Address]
[City, State, Zip Code]

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

I am writing to express my interest in the Medical Receptionist position at [Practice Name] as advertised on [Platform/Job Board]. With a background in [Administrative/Customer Service/Healthcare] and a commitment to providing compassionate patient care, I am eager to contribute to the efficient operation of your private practice.

During my previous experience at [Previous Company/Clinic], I developed strong skills in managing multi-line phone systems, coordinating complex physician schedules, and verifying insurance eligibility. I am proficient in using [Specific EMR/EHR Software Name] and understand the critical importance of maintaining HIPAA compliance and patient confidentiality in a small-office environment.

I pride myself on being the first point of contact for patients, ensuring they feel welcomed and supported from the moment they check in. My ability to handle high-volume administrative tasks while maintaining a calm and professional demeanor aligns with the high standard of care [Practice Name] provides to its patients.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my organizational skills and front-office expertise can benefit your team.

Sincerely,

[Your Signature]
[Your Printed Name]