

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

[Date]

[Hiring Manager Name]  
[Facility/Practice Name]  
[Practice Address]

Re: Senior Medical Receptionist Application - [Reference Number if applicable]

Dear [Hiring Manager Name/Title],

I am writing to express my strong interest in the Senior Medical Receptionist position at [Practice Name]. With [Number] years of experience in healthcare administration and a proven track record of optimizing front-office workflows, I am confident in my ability to lead your administrative team and provide exceptional patient care coordination.

In my previous role at [Previous Employer], I was responsible for [Key Responsibility, e.g., managing a high-volume multi-line phone system / supervising junior staff / overseeing complex billing cycles]. My experience includes expert proficiency in [Specific EMR/Software Name, e.g., Epic, Kareo, or Athena] and a deep understanding of HIPAA compliance and medical terminology.

Key highlights of my qualifications include:

- [Achievement 1: e.g., Implementing a new patient check-in system that reduced wait times by 20%]
- [Achievement 2: e.g., Resolving complex billing discrepancies and improving collections]
- [Achievement 3: e.g., Training and mentoring a team of 4 junior receptionists]

I am impressed by [Practice Name]'s reputation for [Specific reason you like the clinic] and am eager to bring my expertise in patient advocacy and administrative leadership to your team. I am committed to maintaining a professional, compassionate environment for both patients and clinical staff.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of [Practice Name].

Sincerely,

[Your Signature]

[Your Printed Name]