

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/City, State]

[Date]

[Hiring Manager Name]  
[Urgent Care Center Name]  
[Clinic Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/Hiring Team],

I am writing to express my interest in the Medical Receptionist position at [Urgent Care Center Name]. With a background in [Administrative Support/Healthcare Customer Service] and a commitment to providing compassionate patient care in fast-paced environments, I am confident in my ability to contribute to your front-desk operations.

In my previous role at [Previous Employer Name], I gained extensive experience in [mention 2-3 key skills, e.g., insurance verification, EMR software management, and patient triage]. I understand that urgent care environments require a balance of efficiency and empathy. I am skilled at managing high-volume patient check-ins, collecting co-pays accurately, and ensuring HIPAA compliance while maintaining a calm demeanor during peak hours.

I am particularly drawn to [Urgent Care Center Name] because of your reputation for [mention a specific clinic value, e.g., rapid care or community service]. I am eager to bring my multitasking abilities and strong communication skills to your team to help streamline the patient experience from the moment they walk through the door.

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

Sincerely,

[Your Signature]  
[Your Printed Name]