

Jordan M. Taylor

January 16, 2026

Acme Corporation

RE: Career Change Medical Coder

Dear Hiring Manager,

I am excited to apply for the Career Change Medical Coder position at Acme Corporation, which I discovered on your company's careers page. With a background in detail-oriented administrative roles and a recent certification in medical coding, I am eager to leverage my skills in a dynamic and impactful healthcare setting. Acme Corporation's commitment to excellence in patient care aligns with my values and aspirations.

In my previous position as an Administrative Assistant at a busy healthcare facility, I successfully managed a range of tasks that required meticulous attention to detail and accuracy. I implemented a new filing system that improved patient record retrieval time by 30%, significantly enhancing the efficiency of the office. Additionally, during my medical coding certification program, I completed an extensive internship where I accurately coded over 200 patient records under strict deadlines, thereby honing my ability to work effectively under pressure while ensuring compliance with coding regulations.

I am particularly impressed by Acme Corporation's innovative approach to healthcare and its dedication to continuous improvement. I am eager to bring my analytical skills and dedication to accuracy to your team, ensuring that coding practices not only meet regulatory standards but also contribute to the overall efficiency of your operations. I would be thrilled to discuss how my background and skills can contribute to the ongoing success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan M. Taylor