

Jordan A. Mitchell

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Acme Corporation

RE: Career Change Medical Receptionist

Dear Hiring Manager,

I am excited to apply for the Career Change Medical Receptionist position at Acme Corporation, which I discovered on your careers page. With a strong background in customer service and administration, I am eager to leverage my skills in a healthcare setting where I can make a positive impact on patients' experiences and support medical professionals effectively.

In my previous role as an Office Administrator at a busy law firm, I successfully managed a high volume of client calls, scheduling, and document preparation, ensuring efficient office operations. My ability to multitask and maintain organization in a fast-paced environment led to a 30% increase in client satisfaction ratings, as measured by our annual feedback survey. Additionally, I implemented a new scheduling system that reduced appointment conflicts by 25%, streamlining our workflow and enhancing client interactions. These experiences have equipped me with the necessary skills to manage the demands of a medical reception role, where attention to detail and effective communication are critical.

I am particularly drawn to Acme Corporation due to your commitment to patient-centered care and innovation in healthcare services. I am enthusiastic about the opportunity to contribute to your team, utilizing my strong interpersonal skills to create a welcoming atmosphere for patients and ensure their needs are met promptly. I am eager to discuss how my background can be a valuable asset to your organization.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and how I can contribute to the success of Acme Corporation as a Medical Receptionist.

Sincerely,

Jordan A. Mitchell