

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Career Change Patient Care Coordinator

Dear Hiring Manager,

I am excited to apply for the Career Change Patient Care Coordinator position at Acme Corporation, which I discovered on your careers page. With a strong background in customer service and a passion for improving patient outcomes, I am eager to leverage my skills in a new and impactful way within the healthcare sector.

In my previous role as a Client Relations Manager at HealthFirst Solutions, I successfully streamlined communication processes between patients and healthcare providers, resulting in a 30% reduction in appointment no-shows over six months. This achievement not only enhanced patient satisfaction but also improved overall clinic efficiency. Additionally, I led a cross-functional team to implement a new patient feedback system, which increased our service ratings by over 25% within the first quarter. These experiences have equipped me with the organizational and interpersonal skills necessary to excel as a Patient Care Coordinator, ensuring that patients receive the highest standard of care.

I am particularly drawn to Acme Corporation's commitment to patient-centered care and its innovative approach to healthcare delivery. I am eager to bring my background in relationship management and process improvement to your team, helping to foster a supportive environment for both patients and healthcare professionals. I would greatly appreciate the opportunity to discuss how my experiences and vision align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and contributing to your esteemed organization.

Sincerely,

Jordan A. Mitchell