

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Medical Billing Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Medical Billing Specialist position at Acme Corporation, which I discovered on your careers page. With a strong foundation in medical billing principles acquired through my academic studies and relevant internship experience, I am eager to contribute to your team's success and support the financial operations of your esteemed organization.

During my internship at HealthFirst Clinics, I successfully processed a high volume of patient claims, ensuring accuracy and compliance with insurance regulations. I reduced claim denials by 15% within three months by implementing a rigorous review process, which improved the overall efficiency of our billing department. Additionally, my role involved verifying patient information and updating billing records, allowing me to develop a keen eye for detail and an understanding of common billing issues that can arise in a healthcare setting.

Furthermore, I completed a course in Medical Billing and Coding, where I learned to navigate various billing software systems, including AdvancedMD and Cerner. My familiarity with these systems, combined with my ability to quickly adapt to new technologies, positions me well to meet the needs of Acme Corporation. I am particularly impressed with your commitment to excellence in patient services, and I am excited about the opportunity to contribute to such a dedicated team.

I am looking forward to the opportunity to discuss my application further and explore how I can support Acme Corporation in achieving its goals. Thank you for considering my application. I hope to speak with you soon.

Sincerely,

Jordan Smith