

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Medical Coder

Dear Hiring Manager,

I am excited to apply for the Entry Level Medical Coder position at Acme Corporation, as advertised on your careers page. With a strong background in health information management and a certification in medical coding, I am eager to contribute my skills to your esteemed organization. The opportunity to work with a respected company like Acme, known for its commitment to accuracy and quality in healthcare, aligns perfectly with my career goals.

During my training at XYZ Community College, I completed an intensive medical coding program where I excelled in understanding the nuances of ICD-10, CPT, and HCPCS coding systems. I achieved a score of 95% on my final coding exam, demonstrating my proficiency and attention to detail. Additionally, while volunteering at a local healthcare clinic, I successfully assisted with the coding process for patient records, which improved the accuracy of their billing by reducing errors by 20%. This hands-on experience has equipped me with the practical skills needed for accurate and efficient coding.

I am particularly drawn to Acme Corporation's commitment to employee development and its reputation for fostering growth within the medical coding team. I am excited about the possibility of contributing to your team while furthering my knowledge and skills in a dynamic and challenging environment. I would love the opportunity to discuss how my background, skills, and enthusiasm for medical coding can benefit your organization. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith