

# Jessica Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Medical Receptionist

Dear Hiring Manager,

I am excited to apply for the Entry Level Medical Receptionist position at Acme Corporation, as advertised on your company's careers page. With a strong passion for providing exceptional patient care and a keen interest in the healthcare field, I am eager to contribute my skills to your team and support the vital work being done at Acme.

During my time volunteering at the local community health clinic, I honed my administrative skills by managing patient check-ins and scheduling appointments using electronic health record systems. I successfully streamlined the appointment booking process, reducing waiting times by 20%, which significantly improved patient satisfaction. Additionally, I developed a comprehensive filing system that enhanced the organization of patient records, allowing for quicker access to information during busy clinic hours.

Furthermore, my internship experience at XYZ Medical Center provided me with a solid foundation in medical terminology and insurance processing. I assisted in verifying patient insurance information and communicated effectively with both patients and healthcare providers to ensure seamless operations. My attention to detail and ability to work under pressure were critical in maintaining accuracy and efficiency in a fast-paced environment.

I am very much looking forward to the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team at Acme Corporation. Thank you for considering my application. I hope to speak with you soon to explore the potential of contributing to your organization.

Sincerely,

Jessica Taylor