

Sophia Martinez

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Health Information Technician

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Freelance To Full Time Health Information Technician position at Acme Corporation, as advertised on LinkedIn. With a robust background in health information management and a proven track record of delivering accurate and efficient solutions, I am excited about the opportunity to contribute my skills and experience to your esteemed team.

During my tenure as a freelance health information technician, I successfully implemented a comprehensive electronic health record (EHR) system for a mid-sized clinic, which resulted in a 30% increase in operational efficiency. By training the staff and streamlining data entry processes, I significantly reduced patient wait times and improved overall service delivery. Additionally, my recent project involved conducting a thorough audit of medical records for compliance with HIPAA regulations, leading to a 15% increase in accuracy and a subsequent reduction in potential fines for the organization. These experiences have honed my analytical skills and deepened my commitment to maintaining the integrity of health data.

I am particularly drawn to Acme Corporation because of its dedication to innovation and excellence in healthcare services. I am eager to bring my expertise in health information management and my collaborative spirit to your organization. I would love the chance to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Sophia Martinez