

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Medical Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Medical Billing Specialist position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in medical billing and a strong commitment to accuracy and compliance, I am eager to bring my expertise to your team and contribute to the efficient processing of claims and patient accounts.

During my freelance career, I successfully managed billing for multiple healthcare providers, increasing revenue cycle performance by 30% for my clients within the first six months. By implementing a new tracking system for outstanding claims, I significantly reduced the days in accounts receivable from an average of 45 days to just 25 days. Additionally, I have extensive experience in navigating complex insurance policies and regulations, which has enabled me to resolve discrepancies efficiently and improve patient satisfaction ratings through timely billing communications.

I am particularly drawn to Acme Corporation due to your commitment to innovation and quality patient care. I am confident that my proven track record of optimizing billing processes and my ability to work collaboratively within a team will be valuable assets to your organization. I would appreciate the opportunity to discuss how my background and skills can align with the needs of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you in more detail.

Sincerely,

Jordan A. Mitchell