

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Health Information Technician

Dear Hiring Manager,

I am excited to apply for the Health Information Technician position at Acme Corporation, as advertised on Indeed. With a strong background in health information management and a passion for leveraging technology to improve patient care, I am eager to contribute my skills and experience to your esteemed organization.

In my previous role at HealthFirst Solutions, I successfully implemented a new electronic health record (EHR) system that improved data retrieval times by 35%, significantly enhancing the workflow for health-care professionals. This involved not only technical implementation but also training over 50 staff members on the new system, ensuring a smooth transition and minimal disruption to patient services. Additionally, I played a key role in conducting regular audits of patient records, which led to a 20% reduction in documentation errors, thereby improving compliance and patient safety.

Furthermore, my experience in collaborating with interdisciplinary teams has strengthened my ability to communicate effectively and resolve issues promptly. At MedTech Innovations, I led a project to standardize coding practices across departments, which not only streamlined the billing process but also improved our revenue cycle management. This initiative was recognized by senior management for its contribution to the organization's financial health.

I am keen to bring my expertise in health information management to Acme Corporation and would welcome the opportunity to discuss how my background and skills align with your needs. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Thompson