

Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Internship Medical Coder

Dear Hiring Manager,

I am excited to apply for the Internship Medical Coder position at Acme Corporation, which I discovered on your careers page. With a keen interest in healthcare and a strong foundation in medical terminology and coding standards, I am eager to contribute to your team and enhance my skills in a real-world setting.

During my studies at the University of Health Sciences, I completed a course in Medical Coding where I achieved a 95% average. This experience allowed me to gain hands-on exposure to various coding systems, including ICD-10 and CPT. In addition, I volunteered at a local clinic, assisting the billing department in coding patient records and improving their documentation process. By implementing a checklist system, I helped reduce coding errors by 20%, demonstrating my ability to apply theoretical knowledge effectively in practical situations.

Furthermore, I participated in a project aimed at streamlining patient data entry processes. By collaborating with a team of fellow students, we created a digital database that integrated various health records, which not only improved access to patient data but also enhanced the accuracy of coding. My role involved organizing training sessions for users, where I emphasized the importance of precise documentation, which was well-received and resulted in a smoother workflow.

I am truly passionate about medical coding and contributing to efficient healthcare delivery. I would love the opportunity to discuss how my background, skills, and enthusiasm can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Lee Smith