

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Medical Receptionist

Dear Hiring Manager,

I am excited to apply for the Internship Medical Receptionist position at Acme Corporation, as advertised on your careers page. With a strong passion for healthcare and a desire to support patient care through efficient administrative practices, I am eager to contribute to your team and gain valuable experience in a medical setting.

During my previous role as a volunteer at City Hospital, I honed my communication and organizational skills by assisting the front desk staff in scheduling appointments and managing patient inquiries. I effectively implemented a tracking system that reduced appointment scheduling errors by 25%, showcasing my ability to streamline processes and improve efficiency. Additionally, my experience with electronic health records during my studies has equipped me with the skills necessary to manage patient information accurately and confidentially, further ensuring that I am prepared for the responsibilities of the Medical Receptionist role.

I am particularly drawn to Acme Corporation's commitment to patient-centered care and its reputation for excellence in healthcare services. I am eager to learn from your dedicated team and contribute to an environment that prioritizes patient satisfaction and operational efficiency. I would be thrilled to discuss how my background, skills, and enthusiasm align with the values of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and explore how I can contribute to your team as an Internship Medical Receptionist.

Sincerely,

Jordan Lee Thompson