

Sophia Martinez

January 16, 2026

Acme Corporation

RE: Medical Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Medical Billing Specialist position at Acme Corporation, as advertised on your company website. With a strong background in medical billing and coding, coupled with my passion for ensuring accurate and efficient billing processes, I am eager to contribute to your team and help streamline operations at Acme Corporation.

In my previous role at HealthFirst Solutions, I managed the billing for over 1,200 patients annually, achieving a 98% first-pass claims acceptance rate. I implemented a new electronic billing system that reduced billing cycle time by 30%, allowing the company to improve cash flow and enhance patient satisfaction. Furthermore, my meticulous attention to detail helped decrease claim denials by 15%, resulting in significant savings for the organization. My ability to analyze billing data also led to the identification and resolution of recurring billing errors, which enhanced overall team efficiency.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative healthcare solutions and outstanding patient services. I am eager to bring my expertise in coding, insurance verification, and patient communication to your organization. I am confident that my proactive approach and problem-solving skills will positively impact your billing operations.

I welcome the opportunity 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 and helping achieve your mission.

Sincerely,

Sophia Martinez