

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Medical Receptionist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Medical Receptionist position at Acme Corporation, as advertised on your careers page. With a solid background in administrative support and a passion for healthcare, I am excited about the opportunity to contribute to your team and enhance the patient experience at your facility.

In my previous role at HealthFirst Clinic, I successfully managed front desk operations, which included scheduling appointments for over 200 patients weekly. My proactive approach led to a 30% reduction in scheduling conflicts, as I implemented a new system for tracking patient follow-ups and cancellations. Additionally, I trained new staff members on electronic health record (EHR) systems, ensuring they efficiently utilized the technology to streamline patient check-ins and improve workflow. My dedication to creating a welcoming environment resulted in positive feedback from both patients and staff, highlighting my ability to communicate effectively and maintain professionalism under pressure.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to comprehensive patient care and community outreach programs. I believe my skills in multitasking and problem-solving will complement your team and contribute to maintaining the high standards of service your organization is known for. I am eager to bring my background in medical administration and my strong organizational skills to help further your mission.

I would love the opportunity to discuss how my experience and passion for patient care align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and enhancing the patient experience at your organization.

Sincerely,

Jordan Taylor