

Jordan Smith

January 16, 2026

Acme Corporation

RE: Patient Care Coordinator

Dear Hiring Manager,

I am excited to submit my application for the Patient Care Coordinator position at Acme Corporation, as advertised on your careers page. With a strong background in healthcare administration and patient advocacy, I am eager to contribute to your team's mission of providing exceptional patient care and support. My passion for improving patient experiences, combined with my organizational skills, makes me a perfect fit for this role.

In my previous position as a Patient Services Representative at HealthFirst Clinic, I successfully managed patient scheduling and care coordination for a diverse patient population. One of my key achievements was implementing a new electronic health record (EHR) system that reduced appointment scheduling errors by 30%. This not only enhanced the efficiency of our clinic operations but also significantly improved patient satisfaction scores, which increased by 15% over six months. Furthermore, I led a patient outreach initiative that educated patients about their treatment options, resulting in a 25% increase in follow-up appointments and better adherence to care plans.

I am particularly drawn to Acme Corporation's commitment to holistic patient care and community outreach. I believe that my proactive approach to patient coordination, along with my ability to foster strong relationships with both patients and healthcare providers, will allow me to contribute effectively to your team. I am enthusiastic about the opportunity to leverage my skills to enhance patient care processes and support your organization's goals.

I would welcome the chance to discuss how my experience and vision for patient care align with the objectives at Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Smith