

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Medical Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Promotion Medical Billing Specialist position at Acme Corporation, as advertised on your careers page. With over five years of experience in the medical billing field and a strong track record of optimizing billing processes, I am eager to bring my expertise to your esteemed organization and contribute to your mission of delivering exceptional healthcare services.

In my previous role at HealthFirst Medical Center, I successfully reduced billing discrepancies by 25% through the implementation of a new auditing process that streamlined claim submissions and enhanced compliance with regulatory standards. Additionally, I led a training program for new billing staff that improved their understanding of coding practices and billing software, resulting in a 30% decrease in training time and a significant increase in team productivity. These achievements not only improved the overall efficiency of our billing department but also contributed to a 15% increase in revenue cycle management.

I am particularly drawn to this opportunity at Acme Corporation as I admire your commitment to innovation in healthcare billing solutions. I am confident that my proactive approach to problem-solving and my ability to analyze billing trends will be valuable assets to your team. I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your department. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's success.

Sincerely,

Jordan M. Thompson