

# Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Relocation Medical Receptionist

Dear Hiring Manager,

I am excited to apply for the Relocation Medical Receptionist position at Acme Corporation, which I discovered on your careers page. With a strong background in medical administration and a commitment to providing exceptional patient care, I am eager to bring my skills to your esteemed organization and contribute to the positive experiences of your patients during their relocation process.

In my previous role at HealthFirst Clinic, I streamlined the patient check-in process, reducing wait times by 30% while maintaining a warm and welcoming environment. This involved implementing a new scheduling software that allowed for better management of patient flow. Additionally, I handled relocation cases where I facilitated communication between patients and medical staff, ensuring all necessary records were transferred seamlessly. This not only improved patient satisfaction but also led to a 15% increase in new patient referrals as a result of positive word-of-mouth.

Moreover, my experience working with diverse patient populations has equipped me with the skills to navigate the challenges associated with relocations, such as coordinating with insurance providers and managing medical records transfers. I pride myself on my ability to diffuse stressful situations and foster a supportive atmosphere that puts patients at ease during their transitions. I believe these experiences make me an ideal candidate for the Relocation Medical Receptionist role at Acme Corporation.

I am very much looking forward to the opportunity to discuss how my background, skills, and certifications align with the needs of your team. Thank you for considering my application; I hope to speak with you soon about how I can contribute to the exceptional patient care at Acme Corporation.

Sincerely,

Jordan Lee Smith