
OLIVIA MARTINEZ

Hillcrest, NY 11511 ♦ (555)555-5555 ♦ olivia.martinez@monster.com

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Medical Receptionist position at Healthcare Group Inc. With a Bachelor of Science degree in Healthcare Administration and a year of experience as an Administrative Assistant, I am eager to contribute to your commitment to patient-centered care.

In my previous role, I developed strong skills in patient scheduling, data entry, and maintaining HIPAA compliance while providing exceptional customer service. My detail-oriented nature ensures that I handle patient records with accuracy and confidentiality, aligning with your organization's values of integrity and excellence.

I thrive in fast-paced environments where adaptable problem-solving is essential. My proactive approach allows me to manage multiple tasks effectively while maintaining a warm and welcoming atmosphere for patients. Communication is one of my core strengths; I believe that building rapport with patients is crucial for enhancing their overall experience within the healthcare system.

Healthcare Group Inc.'s mission resonates deeply with me. The focus on fostering a compassionate community aligns perfectly with my desire to help others through supportive interactions. As someone who values teamwork, I am excited about the opportunity to collaborate with healthcare professionals dedicated to improving health outcomes.

I look forward to the chance to discuss how my background and skills can contribute positively to your team. Thank you for considering my application.

Sincerely,

Olivia Martinez