

Katlyn Hoke  
3246 W. Huntingdon Street  
Philadelphia PA 19132  
267-401-7993  
[Kate\\_hoke2012@hotmail.com](mailto:Kate_hoke2012@hotmail.com)

Dear Hiring Manager;

I recently came across your advertisement for medical receptionist and believe you are searching for a dynamic, hardworking receptionist for your esteemed company. I went through the listed requirements and believe that my professional qualifications, work experience, and career aspirations make me a good candidate for this job.

I have two years of experience as a medical receptionist. I have worked at Philadelphia Foot & Ankle back in 2006 to 2008. I was responsible for carrying out various administrative tasks. My key job responsibilities included, among others, the following:

- Scheduling appointments
- Attending phone calls
- Greeting customers/patients
- Accepting payments
- Filing
- Verify insurance

An eye for detail, good memory, and a passion to serve customers to the best of my ability has helped me excel at my role. I type up to 70 words per minute. I aim to further my skills by becoming a part of your office and believe my present skill sets will allow me to make a positive contribution to your operations.

You can find more about my academic qualifications and my professional work experience in my resume. I hope a look at my resume will convince you to give me a chance to meet with you and discuss my application further.

Thank you,

Katlyn Hoke.

Salary Requirements: \$10-\$12