

Administrative Coordinator Cover Letter Sample 2

Jason Stark

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446-419-8521

Evelyn Lance

Thompkins Medical Center

44 West Main Street, Omaha, Nebraska, 45223

Dear Mrs. Lance,

As an experienced and accomplished administrative coordinator, I was happy to see your advertisement for an administrative coordinator position on your company's website. Your ad indicates that you value experience, and also desire a formal education in business administration. I fit both of these requirements. After graduating from Nebraska State University in 2005, with a bachelor of art's degree in business administration, I began working immediately as an administrative assistant.

My current job responsibilities allow me to work as a mediator whenever any staff scheduling conflicts occur. I have made sure that patients are up to date on information pertaining to the scheduling of their procedures. Whenever there is any conflict between patient appointments, diagnostic tests, and doctors' schedules, it is my responsibility to contact the patient and rearrange a better time for them. Daily deliveries come to me, and I make certain that they make it to the right person.

When I first arrived at my new position, the scheduling process was very outdated. We had to use paper and pencil, and make our scheduling requests two months in advance. When I came aboard as administrative coordinator, the first change I implemented was to make our scheduling process automatic and computer-oriented. Now, we can make requests two weeks in advance, and it has greatly increased our efficiency, while lowering our downtime. For my efforts, I was awarded the "Most Valuable Employee" Award in 2015.

As an administrative coordinator, I have been responsible for handling calendar management, appointment scheduling, and data compilation. I also handle a multi-line phone, and must maintain excellent customer service for each patient who walks through the door. Since I work for a medical provider, I understand all aspects of HIPAA, and am well-qualified in maintaining patient and data confidentiality. My data entry skills are extraordinary. I can type 60 words per minute, and am skilled in all aspects of Microsoft Office.

In closing, I believe my skills, training, and work experience will make me a beneficial addition to your organization. I would very much welcome the opportunity to discuss with you in person

the ways in which my personal work ethic lines up with your expectations and needs. Please feel free to contact me for an interview, either by phone or by email.

Sincerely,
Jason Stark