**Hope A. Success**

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Bronx, NY, 10004

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Michael Glasgow

Hiring Manager

Greenwich House

112 George Street

New York, NY 10023

August 4, 2016

Dear Mr. Glasgow:

Please accept the attached resume for the Medical Administrator at Greenwichposition you have posted. As a recent graduate at Hostos Community College, my degree (Associate in Applied Science in Office Technology) has extensively prepared me to work in a fast paced environment, engage with the public and be an effective medical administrator.

While working at Lincoln Hospital as a front desk receptionist, I was responsible for managing the reception area, scheduling insurance verification, referrals, and front desk staff. I have excellent computer skills, team building, training and leadership skills that are applicable in this position. I believe in the “patient care should always be a priority.”

I am confident that my skills, hands on experience and determination would be beneficial to Greenwich. I am looking forward to interviewing with you and hopefully becoming a member of the Greenwich family.

I look forward to hearing from you to set up an interview.

Sincerely,

Hope A. Success