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March 17, 2017

Ms. Jane Smith
Human Resource Manager
ABC Surgical Center
1200 West Algonquin Road
Palatine, IL 60067

Dear Ms. Smith:

I am applying for the **Medical Billing Specialist** position at ABC Surgical Center that was posted on Harper College's online job posting system. My education and work experience would allow me to successfully perform the responsibilities required for this position.

The attached resume details my experience and skills; however, I would like to highlight a few qualifications that meet your needs:

- Knowledge of medical terminology
- Knowledge of medical billing, health claims and processing insurance claims
- Strong Microsoft Office skills
- Excellent interpersonal skills and ability to deal with problems in a professional and confidential manner

ABC Surgical Center has a reputation for providing excellent care for its patients and that is the type of medical organization to which I would like to contribute my passion and talents. I look forward to the opportunity to meet with you in person. If I can provide any additional information, please contact me. Thank you for your consideration.

Sincerely,

Emily Stevens