

Lauren A. Becknell

April 22, 2012

Patient Services Representative
Lakeshore Medical Clinic
New Berlin, WI; Muskego, WI

Dear Mr.Mrs.,

I am very interested in the patient services representative position that you have advertised in the paper. My resume is enclosed for your review. Given my knowledge and skills related to this position, I would appreciate your consideration for this position.

Although I do not have a great amount of experience for this job from the workplace, I believe I have a lot to offer. I have worked with computers most of my life and was already skilled in most of the software programs taught at Coastal. I am quick learner and good listener, so I will catch on very quickly. I am excellent in organization and most of all in customer service.

Thank you for your time and consideration. You will not be disappointed if you give me the opportunity for this position. I hope to hear back from you soon.

Respectfully yours,

Lauren A. Becknell