

Chestine Detwiller

Medical Receptionist

Dear Kaylis Kohorst,

I am thrilled to apply for the Medical Receptionist position at Mayo Clinic. The opportunity to contribute to such a renowned institution aligns perfectly with my professional aspirations and passion for patient care.

With over five years of experience at Cleveland Clinic, I've honed my skills in fast-paced environments, ensuring seamless operations and excellent patient interactions.

Some key achievements from my previous roles include:

- **Streamlined patient check-in processes**, reducing wait times by 30% at Cleveland Clinic.
- Managed a team of six receptionists, resulting in **improved patient satisfaction scores**.
- Spearheaded a scheduling system overhaul, increasing appointment accuracy and **decreasing cancellations by 15%**.

Beyond these accomplishments, my proficiency in electronic health record systems and my certification in medical office administration further equip me for this role.

Additional qualifications include:

- **Certified Medical Administrative Assistant (CMAA)**.
- Recipient of the Cleveland Clinic Excellence in Service Award.
- Active volunteer with local health outreach programs, enhancing community health education.

Mayo Clinic's dedication to patient-centered care and innovation resonates deeply with me. I am particularly inspired by your recent initiatives in telemedicine, which align with my commitment to advancing healthcare accessibility.

I am eager to bring my skills and passion to Mayo Clinic and look forward to the possibility of discussing how I can contribute to your team.

Warm regards,

To

Kaylis Kohorst
Mayo Clinic
4500 San Pablo Road South,
Jacksonville, FL

From

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