

Alisha Morral

Medical Receptionist

Dear Warren Lewe,

I'm thrilled to apply for the Medical Receptionist position at Mayo Clinic. The opportunity to contribute to such a renowned institution is incredibly exciting to me.

With over five years of experience at Cleveland Clinic, I've honed my skills in patient interaction and administrative efficiency, ensuring seamless daily operations.

Some key achievements from my previous roles include:

- Spearheaded a patient scheduling overhaul that **reduced wait times by 30%** in collaboration with the administrative team.
- Trained and mentored a team of five receptionists, resulting in a **20% improvement in patient satisfaction scores**.
- Implemented a digital record-keeping system that increased **data retrieval speed by 50%**.

In addition to my achievements, I hold a certification in medical billing and coding, which complements my strong organizational skills and attention to detail.

Leadership and community involvement highlights:

- **Awarded Employee of the Month** twice for exceptional patient service.
- Participated in a community health fair, providing information and resources to over 200 attendees.

Mayo Clinic's commitment to patient-centered care and innovation resonates deeply with me. Your recent advancements in personalized medicine align with my passion for improving patient experiences through tailored interactions.

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

Warm regards,

To

Warren Lewe
Mayo Clinic
4500 San Pablo Road South,
Jacksonville, FL

From

Alisha Morral
Aberdeen, SD
(899) 564-5793
alisha.morral@gmail.com