**[Full Name]**

**[Physical Address]**

**[Telephone Number]**

**[Email Address]**

**[Date]**

Application for the position of medical receptionist.

Dear **[Recipient’s Name]**,

I am writing to apply for the position of medical receptionist as advertised in **[where you saw the advertisement]**. My background in **[the relevant field]** and ability to **[#1 skill]** and **[#2 skill]** perfectly fit the advertised position's requirements. I would appreciate it if you would give serious consideration to my application for the position of medical receptionist at **[facility's name]**.

I have a **[qualification]** from **[institution]**, **[location of institution]**, and **[number]** years of experience as a medical receptionist. As per the requirements for the position at **[facility]**, you will notice in my resume that I **[mention skills, competencies, or experiences that answer directly to the requirements listed in the job posting]**.

In my previous role as a medical receptionist at **[facility]**, I **[discuss your core responsibilities]**. In **[year]**, I **[talk about a major accomplishment]**. Experience has taught me to **[what have you learned]**.

I am thrilled to be applying to **[facility]** because I admire your **[name two or three things you know about the facility in general that you like]**. I believe that my commitment to the highest standards in customer service and accountability as a medical receptionist will be of the greatest benefit to **[facility]**.

Please find my resume attached. Feel free to contact me via email or phone call if I can be of any further service.

Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,

**[Your Name]**