

MARY BETH RONDO

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August 4, 20xx

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

Dear Ms. Smith,

Please accept my resume in consideration for the **Medical Practice Manager** position, which was posted on your company's website. I believe I am a very solid candidate for this position due to my extensive office management experience. I would particularly like to work for ABC Orthopedics because of your practice's reputation of providing exceptional patient care with a holistic approach to healthcare.

My qualifications include experience in hiring and training staff members and planning, assigning and directing work for multiple practice sites. I am a strong problem solver who is able to address and resolve complaints and problems with a focus on providing outstanding patient service. I am an effective communicator with doctors, staff, and patients and enjoy speaking before groups of patients and employees.

I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Mary Beth Rondo