

1234 Dahia Court  
Sumner, Washington 12345  
(555) 867-5309  
E-mail: WandaJ@jobmail.com

May 9, 2000

Personnel Director  
E-mail: blindad@medi.com

Dear Sir or Madam,

Your ad in the Sunday Seattle Post Intelligencer motivated me to forward my resume for your review and consideration. I am very interested in the Front Office Manager position at your medical clinic. Some of my relevant experience is listed below.

- **Front Office Management Experience:**  
Background includes more than 4 years of dealing with patients in-person and by-phone. In addition, I have managed large file systems, organized a database, and processed accounts receivable information.
- **Telecommunication Skills:**  
My current position involves answering and directing calls from 8 incoming lines to over 20 University of Washington extensions and voicemail boxes.
- **Computing & Typing Skills:**  
I type at 45 words per minute. Processing information by computer has been required in each customer service position I have held. I have used MSWorks, MSWord, and an in-house database.

My career objective is to expand my skills in ways that will help me participate in the administration of quality health care. I look forward to discussing how my experience and abilities match your requirements. Please contact me at the address above or by phone at (555) 867-5309.

Sincerely,

Wanda Jobs

encl: resume