

Regina Bartlett  
504 Berkley Crescent NW  
Calgary, Alberta  
T3K1A8

August 14, 2017

To Whom It May Concern,

I am writing in regards to an available position I found online for the Foothills Medical Centre. Hoping to obtain a position as a Service Worker, I am an excellent candidate based on my previous experience as a service worker on the surgical floor at Holy Cross Hospital and as a medical office assistant for Dr. PA Mitha.

After working as an assistant in the medical field for many years, I am extremely comfortable with tasks such as cleaning and organizing equipment storage units, helping with patient reception and discharge, sanitizing instruments, and porting equipment/specimens around the hospital.

As a very enthusiastic, amicable, and energetic person, I have learned to greet, direct, and handle patient inquiries with pleasantness, professionalism, and confidentiality. I possess native-language communication levels in both English and Tagalog.

I would appreciate the opportunity to discuss the position and would like to thank you for considering me. If you have any further questions, I can be reached at [rcbartlett@hotmail.ca](mailto:rcbartlett@hotmail.ca) or at 403-275-1237. I look forward to hearing from you soon.

Respectfully yours,

Regina Bartlett

## **Regina Bartlett**

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403-275-1237  
[rcbartlett@hotmail.ca](mailto:rcbartlett@hotmail.ca)

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### **Related Skills and Qualifications**

- Hospital service worker and medical office experience
- Enthusiastic, energetic personality
- Proficient in filing, data entry, and other computer clerical work
- Engaging and friendly communication ability
- Bilingual in English and Tagalog

### **Work Experience**

**Office Secretary/Receptionist**  
Canadian Martyrs Parish

**January 2005 to June 2016**

- Answer and process phone calls from parishioners
- Schedule appointments, sacraments, and events
- Greet and direct visitors, handle inquiries
- Create weekly bulletin using Microsoft Word

**Medical Office Assistant**  
Dr. P.A. Mitha Medical Office

**1980 to December 2004**

- Greet and process incoming patients
- Answer phone, schedule patient appointments
- File confidential medical information
- Enter data into digital system
- Make photocopies and send faxes daily

**Surgical Floor Service Aid**  
Holy Cross Hospital

**1979 to 1981**

- Aid in patient reception, discharge, and changeover
- Stock and organize equipment storage room
- Sanitize hospital rooms, perform laundry
- Transport equipment and specimens
- Gather patient prescriptions and assist nurses