**COVERING LETTER**

06-09-2023

Aruna Lambotharan Medicine Professional Corporation

Scarborough, Toronto

Dear Madam/Sir,

I am Kavitha Praveen currently working as a medical records/administrative assistant with 3+ years of experience and previously worked as an editor in medical transcription with 15 years of experience would like to submit my CV for this role.

Through this job letter, I would like to express my high interest in the open position of medical administrative assistant at your reputed medical establishment. My background includes providing assistance to the patients, scheduling appointments, responding to inquiries etc. Responsible for maintaining accurate records including name, address, contact information and details of patients. I understand how important to ensure this information is up to date at all times so that no mistakes are made with wrong information. Understand the patient’s medical history prior to scheduling appointment. Provide assistance to the patients in completing the paperwork. Offer support to the medical staff in conducting tests and examinations as well as transcribing medical records.

I am proficient in building professional rapport with the visitors, maintaining the patients’ information, supporting the medical professionals etc.

I am thankful to you for reading through my job application. I am attaching my resume in order to provide you details with respect to my academic records and career specifics.

I would like to express my gratitude for your valuable attention and time.

I am currently in India and will be travelling to Canada in October on visitor visa and would like to attend further rounds of interview in person if am given an opportunity and would be pleased to serve my services at your clinic.

Best Regards,

Kavitha Praveen

Medical administrative assistant

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