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Portsmouth, August 1, 2019

Susan White

Head of Customer Experience
Charter CARE Health Partners
7 Waterman Ave
North Providence, RI 02911

Dear Susan,

As someone who recognizes Charter CARE Health Partners as the premier Health and Human Service Agency in the East Bay, I was thrilled to see an opening for a Medical Receptionist position with your company. With my 5+ years of experience as a receptionist, I am confident in my ability to provide accurate and timely communication to patients and visitors in a courteous and respectful manner for Charter CARE Health Partners.

In the job listing, you state that you're looking for a skilled receptionist to be responsible for warmly greeting clients upon arrival, creating an inviting reception area, and entering data into your record system. In my current position with Lifespan, I ran the front desk of a 10 person primary care office and acted as a liaison between physician and patient walk-ins requiring immediate appointments. I also created an automated system to update how we schedule appointments and transportation for patients. My automation process cut down on missed visits and overbooking by 40%. I'm sure this experience will result in similar results for Charter CARE Health Partners.

I am impressed with the quality of the care you provide your patients and the atmosphere you create in your offices. Being part of your team and continuing to help with this mission would be a dream opportunity for my career development.

Can we schedule a meeting or a call to discuss solutions for optimizing reception processes at Charter CARE Health Partners while retaining your client satisfaction metrics?

Thank you,

Jason V. Cross

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jason.cross@gmail.com

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Recovery, Reframing, and Renewal Oliver Cutshaw,2011-03-04 This book examines the difficulties confronting

information professionals who due to financial downturns technological change or personal crises are forced to re evaluate their career options It is divided between a case study based on the author s own experiences of career dislocation and eventual career renewal and several sections that offer pragmatic advice on how to recover from job loss conduct a skills assessment and develop a practical job search strategy The author with honesty confronts the serious and sometimes troubling psychological and professional consequences of layoffs and job burnout This book presents an overall positive outlook on personal growth and the opportunities our new information environment holds Provides the tools and resources that will help the reader decide on the best approach to re start their career Presents first hand experience about the anxiety hard work and excitement that go into career renewal Shines a light on the understanding of the various challenges that come with working in multiple library environments

Professional Writing for Social Work Practice Daniel Weisman, Joseph L. Zornado, 2012-12-10 Many social work students today lack the basic writing skills they will need to practice effectively with clients This user friendly guide to effective writing skills focuses specifically on the types of writing social work practitioners are required to do in everyday practice writing for agency reports client documentation court letters and grant writing applications among other documents It includes abundant real world examples drawn from all arenas of social work practice The text helps students to understand and practice the basics of successful writing through the inclusion of actual forms and records that are customarily used in social work practice It presents examples of strong writing and analyzes common writing errors Each chapter contains examples of good and poor writing and includes forms on which students can practice their new skills The text also covers legal and ethical issues surrounding legal documentation and use of writing to influence policy and transmit research findings Key Features Helps students understand and practice the basics of good writing Focuses specifically on the types of writing they will need to do in social work practice Includes writing samples used in actual social work venues Provides samples of agency reports intake forms client progress notes court documentation and more

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