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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

401-924-6107

jason.cross@gmail.com

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Newsletter - American Association of Law Libraries American Association of Law Libraries,1984 *Journal of the American Veterinary Medical Association* ,1998 **The American Legion** ,2007 **Message from the President of the United States, Transmitting Papers Relating to the War in South America, & Attempts to Bring about a Peace, Submitted to the Senate, January 26 & 27, 1882, & to the House of Representatives, January 26 & February 17, 1882 ...** United States. President (1881-1885 : Arthur),1882 **United States Investor and Promoter of American Enterprises** ,1898 The Automotive Manufacturer ,1883 **The Wu Shih Shan Trial** Fu-chou shih (Fukien Province, China). Taou Shan Kwan Temple,1879 *The Political History of the United States of America* Edward McPherson,1876

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The Political History of the United States of America, During the Period of Reconstruction (from April 15, 1865, to July 15, 1870,) Including a Classified Summary of the Legislation of the Thirty-ninth, Fortieth, and Forty-first Congresses Edward McPherson,1871 *The American Stationer* ,1884 The American Ruling Cases as Determined by the Courts Basil Jones,1917

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