

**Robyn Ellis**

Administrative Assistant | r.ellis@myemail.com | (321) 098-7654|432 My Road, Tampa, Florida 54321

March 18, 2021

Vicky Hopper  
Senior Hiring Manager  
Coast Dental  
(654) 321-0987  
v.hopper@youreemail.com

Dear Ms. Hopper,

Last year, I worked with the office manager to overhaul my company's insurance claim filing system, improving accuracy by 98% and processing efficiency by 76%. I am excited to offer the same collaborative skills and organization in the role of Office Manager at Coast Dental.

As an experienced administrative assistant with an educational background in business management and 5+ years in a busy dental practice, I believe that I have the necessary skills to further my career as a manager. Coast Dental's reputation for outstanding customer service is the perfect match for my commitment to improving health care through effective administration. My recent achievements include:

- Answering customer queries promptly and professionally, receiving a 98% satisfaction rating in 2020
- Consistently exceeding personal performance targets by at least 32% over the past five years
- Assisting with the onboarding of three new administrative assistants last year and providing ongoing mentorship

I would like to schedule a meeting to explore how my strong multitasking ability and sound knowledge of dental practice systems can help Coast Dental serve the community in 2021. Please don't hesitate to get in touch to set up an interview.

Sincerely,

Robyn Ellis

P.S. I would love to explain why I was selected to step up as Acting Office Manager to cover my colleague's maternity leave in 2019.