

ROSEMARIE TUCKER

Secretary 543 Second Street, Nebraska City, NE 00998 r.tucker@myemail.com (059) 228-4857

May 18, 2021

KELVIN MORALES

Senior Hiring Manager
OrthoNebraska
(400) 485-2049
k.morales@youreemail.com

Dear Mr. Morales,

Last year, I overhauled my department's data gathering protocols to successfully reduce pre-surgical file omissions by 98%. This project significantly improved the availability of crucial medical information and saved an average of 4 working hours per week. I look forward to leveraging my outstanding organizational skills as the pre-admissions department secretary at OrthoNebraska.

As a seasoned administrator with 12+ years of experience providing efficient secretarial support in hospitals, I am drawn to OrthoNebraska's reputation for exceptional patient care. I would relish the opportunity to use my skills and experience to ensure seamless treatment pathways for your service users. My recent achievements include:

- Streamlining the post-meeting administrative process to ensure swift follow-up on assignments, contributing to a departmental productivity increase of 43% in 2020
- Training five new hires and overseeing their performance, boosting patients' perceptions of service quality by 34% over two years
- Implementing a new patient scheduling system that freed up an average of 5 appointments per practitioner per week

I hope to meet you to explore how my skills and extensive experience in healthcare administration can help you continue to provide attentive care. Please get in touch to set up an interview.

Sincerely,

(Insert Signature Here)

ROSEMARIE TUCKER

P.S. I would love to explain why I won an Admin Award in 2019.