

SANDRA JENKINS

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Christopher Bowen
Beulah Heights University
892 Berne Street SE
Atlanta, GA 30316
404-627-2681

Customer Service

Dear Mr. Christopher Bowen

You may be wondering why a former Medical Billing & Coding with Customer Service experience is applying for this position. If so, please take a moment to review my qualifications. You'll see that I have the required skills to transition into this new role. I am ready for this career change and guarantee that my work will exceed your expectations. Here is how my experience and skills meet your requirements:

My personal qualities combined with my diverse experience will contribute to Beulah Heights University's success. My Medical Billing & Coding skills combined with my positive attitude are a perfect match for the position.

My enclosed resume outlines my experience and skills. I look forward to taking the next steps with you.

Sincerely,
Sandra Jenkins
770-773-6053