

# Jason V. Cross

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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

## Cover Letter Top Open Now

**Gary B. Shelly, Steven G. Forsythe**



## **Cover Letter Top Open Now:**

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**Management from A to Z** ZweigWhite,2010-09-30

**Vault Guide to Top Internships** ,2007 CEA. Colorado School Journal Colorado Education Association,1929 **The Beethoven Boomerang** Alessandra Comini,2020-08-25 A black student is shot dead during a demonstration claiming

Beethoven Was Black in Bonn's historic Münsterplatz with its majestic monument to the Bonn born composer Attending a Beethoven jubilee conference in the city is retired professor turned art crimes detective Megan Crespi with her American colleague and Beethoven expert Will Meridian During their symposium on the composer one of the participants is also killed Who is the assassin or assassins and why do the murders continue The cast of characters and suspects Megan is confronted with include Bettina Brentano ambitious conductor of the Bonn Classical Philharmonic Oskar van der Fresser founder of the Beethoven und Du Museum in Vienna Dr Seide Sammlerin over protective director of the Beethoven Haus Bonn Tobias Neidisch Beethovenhalle night guard with a chip on his shoulder Dr Li Shutong with a singular background relating to Beethoven in China Leopold Weissknab white supremacist student studying at Bonn University Louis van Hoven a self declared direct descendant of Ludwig van Beethoven Clemens Karl von Masuren beloved conductor of the Beethoven Orchester Bonn and Takuto Nisemono conductor and composer once considered the Beethoven of Japan now disgraced but defiant and scheming a come back Megan's pursuit of Beethoven related criminal activity extends to a cruise ship bound for China and additional deaths Can justice prevail

**Best Resumes for People Without a Four-Year Degree** Wendy S. Enelow, 2003-08-04 A rich collection of outstanding resumes produced by professional resume writers for individuals without a four year degree

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**United States Economist, and Dry Goods Reporter**, 1915

*The Literary Digest* Edward Jewitt Wheeler, Isaac Kaufman Funk, William Seaver Woods, Arthur Stimson Draper, Wilfred John Funk, 1900

Literary Digest: a Repository of Contemporaneous Thought and Research as Presented in the Periodical Literature of the World Edward Jewitt Wheeler, Isaac Kaufman Funk, William Seaver Woods, 1900

**Wiley Getting Started , With Microsoft Word 6.0 for Windows** Sylvia Russakoff, 1995-04-20 A step by step hands on accessible guide which teaches basic skills using concise focused activities that build to create actual applications Emphasizes the use of the mouse buttons and icons to carry out commands Familiarity with menus is developed so that students can take advantage of the greater options The convenient Feature

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Book jacket      Chaplains in khaki, ed. by H.K. Chaplains, 1900      **Weekly Florists' Review** Gilbert Leonard Grant, 1922

Gas World , 1914      **The Best and Brightest High School Guide** Alvin M. Stenzel, 1997-10

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