

37 S. College Ave.
College of Saint Benedict, Box 1234
St. Joseph, MN 56374
February 20th, 2016

Elite Medical Scribes
8011 34th Ave S
Minneapolis, MN 55425

Dear Hiring Manager,

I am writing to apply for the Physician Transcriptionist (Scribe) position with Elite Medical Scribes. I will be graduating in May from the College of Saint Benedict with a Bachelor of Arts degree in Biology and am confident that my prior work and leadership experiences, extracurricular activities, and academics make me a competitive applicant for this position.

My leadership, medical-related and work experiences, demonstrate my strong management skills and passion for biomedical science and clinical research. I've enjoyed multiple physician shadowing experiences in both a hospital and rural clinic setting which modeled for me what a professional interactive setting is between doctors and their patients. As a Mayo IMPACT scholar, I gained valuable independent research knowledge and presentation skills as I created a research proposal for Mayo staff and researchers. Alongside these medical experiences, I have worked as a bank teller for six years and demonstrated my strong clerical skills, attention to detail with accuracy, and timely execution. Additionally, my role as the Foss Swim Program Coordinator enhanced my ability to organize and more efficiently problem solve by managing 60 youth swimmers, recruiting volunteer instructors, and scheduling pool time.

Making a positive contribution to Elite Medical Scribes by working as a medical scribe would be a rewarding experience. The opportunity to work in emergency medicine and communicating regularly with medical professionals would further prepare me for applying to medical or physician assistant school. Working alongside a medical professional is an experience I would value and greatly appreciate.

Thank you for your consideration and I look forward to having the opportunity to further discuss the contributions I could provide as a physician transcriptionist for Elite Medical Scribes.

Sincerely,

Julie Thompson