

John Doe
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December 6, 2010

Manager's Name (if you have it-can call to find out who to address the cover letter to)
Manager's Title
Company Name
Address
City, State Zip

Dear Manager Name or To Whom It May Concern (if you don't have manager's name)

I am looking to join a company that values its staff and with whom I can build a great career. I am writing to your organization seeking a potential position as a Medical Coding Associate. I have attached my résumé to provide you with an overview of my experience and training.

In September 2010, I will be graduating from the Medical Coding Associate program at OIC Training Academy. During the course of my training program, I have acquired a variety of skills, many of which you seek in your description for the Medical Coding Associate position. My abilities include: Medical Terminology, Anatomy, Microsoft Word, Medisoft, Medical Office Procedures, Electronic Records, Medical Reimbursement, ICD-9-CM, & CPT.

Please contact me at your convenience if you require any further information regarding my suitability. I will call you next week to discuss any positions you may have available.

Sincerely,

John Doe

Enclosures; Resume