

Emily Greer

☎ (414) 555-0123 ✉ emily.greer@example.com 🌐 <https://linkedin.com/in/emilygreer>

📍 123 Maple Street, Milwaukee, WI 53202

JUNE 15, 2026

Hiring Manager
HealthLink Services
Racine, WI

Dear Hiring Manager,

I am thrilled to apply for the Part Time Patient Customer Service Representative position. My journey in customer service has cultivated a passion for supporting patients while navigating their unique experiences during hospital check-ins, where I have witnessed first-hand the significant impact compassionate assistance can provide.

In my current role at Friendly Health Services, I have embraced this ethos wholeheartedly. I support patients, guiding them through registration, ensuring that all information is accurate. This experience resonated deeply with me as I often reflect on my own hospital visits, understanding how essential it is to ease their concerns.

At WellCare Solutions, I frequently handled patient inquiries, rapidly addressing their needs while maintaining an empathetic tone. This role was instrumental in shaping my ability to maintain a meticulous record of interactions while training new associates in best practices. I struggled initially with multi-tasking but grew through experience to become adept.

Despite the fast-paced environment, I have consistently managed to blend efficiency with compassion, enhancing patient experiences. I cherish working collaboratively, which strengthens our team dynamics. These experiences have imprinted on me the importance of adaptability and compassion in customer service.

I welcome the opportunity to join HealthLink Services. Your commitment to creating a supportive environment matches my values. I am eager to contribute to your team, working collaboratively to ensure every patient feels valued. Thank you for considering my application.

Best regards,

Thanks,

Emily Greer

Emily Greer