

Vivian Pearson

Part Time Patient Service Representative

☎ (217) 555-0123 ✉ vivian.pearson@example.com

🌐 [linkedin.com/in/vivianpearson](https://www.linkedin.com/in/vivianpearson) 📍 123 Maple Street, Springfield, IL 62704



JUNE 15, 2026

Hiring Manager
HealthLink Solutions
Chicago, IL

Dear Hiring Manager,

I am excited to apply for the Part Time Patient Service Representative position at HealthLink Solutions, where facilitating smooth patient check-ins intersects seamlessly with my deep-rooted passion for providing compassionate care and customer service.

In my current role, I serve as the initial contact for patients, ensuring they receive the guidance they need to navigate registration processes. Each interaction provides me insights into healthcare operations, strengthening my ability to assist patients with empathy and efficacy.

While working at Caring Health Services, I became adept at managing multiple computer systems, quickly responding to patient inquiries, and ensuring a harmonious registration process. Those experiences prepared me to contribute to HealthLink Solutions' mission of prioritizing patient satisfaction, even in urgent situations.

My journey in customer service has not been devoid of challenges; I recall moments of uncertainty balancing patient needs against workflow demands. However, these trials taught me resilience and adaptability, qualities essential for supporting patients in a fast-paced healthcare environment.

I look forward to collaborating with your expert team, contributing to a positive experience for each patient. Building relationships that foster trust and nurture care ensures I fulfill my role effectively.

Thank you for considering my application.

Sincerely,

Vivian Pearson

Vivian Pearson