

## HIM YOUR CANDIDATE

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Current Date

Employer Name

Title

Organization Name

Address

Dear Ms. XX

I truly realize the need for the efficient management of records especially in a confidential setting. Unless you properly record and store a document at the onset, you don't have that document and it will be a trial to find it later. I am applying for the position of Health Record Assistant with your clinic. I am looking for a position that will balance my value of quality health care with my detailed nature and experience in record management.

I have recently completed the Associates degree in Health Information Management to complement my years of record management experience. My work experiences are based on an a natural affinity for details and catching incongruities. I have experience with organizing and classifying client records, file control, audit preparation, proofreading documents and quality control. No matter the challenge, my guiding belief is to uphold professional standards and be consistent in making decisions.

Thank you in advance for considering my application. I look forward to discussing my interest in this position in person. I may be contacted at the numbers listed above.

Respectfully Submitted,

Him Candidate

Enclosure: Resume