

Cover Letter Template

Resource Type	Template	Track	Career Kit
Level	Beginner to Intermediate	Last reviewed	July 2026
Who it is for	Medical VA, RCM, scheduling, eligibility, prior authorization, AR, and clinic admin applicants.	When to use it	Use when applying for a role, replying to a direct-client opportunity, or sending a short introduction with your resume.

How to use it

Use the bracketed template to connect your truthful background to one clear clinic/admin problem. Keep it short, specific, and professional.

Truthful-use reminder

Do not claim results, roles, certifications, or client experience that are not true. A cover letter should connect your real background to a specific workflow.

Editable cover letter template

Part	Template text
Subject / opening	Application for [TARGET ROLE] - [YOUR NAME]
Greeting	Hi [HIRING MANAGER / PRACTICE MANAGER NAME],
Paragraph 1	I am applying for the [TARGET ROLE] role. My background includes [TRUTHFUL BACKGROUND], and I am interested in supporting [WORKFLOW: scheduling / insurance verification / AR follow-up / documentation / prior authorization tracking].
Paragraph 2	What I can support: [SKILL 1], [SKILL 2], and [SKILL 3]. I focus on clear documentation, privacy-aware handling of information, and following client SOPs before making assumptions.
Paragraph 3	I attached my resume and can also share a small portfolio using fictional practice examples only. I would be happy to discuss how I can support your team with [SPECIFIC WORKFLOW].
Closing	Thank you for your time. Sincerely, [YOUR NAME]

What to customize

- Target role and clinic/client name.
- One truthful background line.
- Two or three relevant workflow skills.
- One sentence showing privacy and SOP awareness.
- One clear next step such as resume review, discovery call, or interview.

What not to include

- Real patient, payer, claim, or clinic details.
- Claims that guarantee payment, denial overturns, employment, or client acquisition.
- Fake certificates, fake EMR tools, or exaggerated years of experience.
- Aggressive sales pressure or statements that sound like medical/legal advice.

Fictional/general example only

Fictional example only: I am applying for the Entry-Level Medical VA role. My background includes customer support and healthcare admin training, and I am interested in supporting scheduling, documentation, and insurance verification workflows. I focus on accurate notes, privacy-aware handling of information, and following SOPs before escalating unclear issues.

Common Beginner Mistakes

- Adding skills, tools, certifications, or experience that are not truthful.
- Copying a template without customizing it to the target role.
- Making income, job guarantee, or client-result claims.
- Sharing confidential employer, client, or patient information in a portfolio.
- Forgetting to proofread before sending an application or outreach message.

Safe Practice Reminder

Use mock examples, public job-post language, and your own truthful career information only. Keep real patient, clinic, payer, account, and login details out of practice files.

No-PHI Practice Reminder

Do not use or enter real patient names, dates of birth, insurance IDs, member IDs, claim numbers, medical record numbers, addresses, phone numbers, diagnoses, treatment details, login details, or protected health information. Use fictional data only when practicing.

Educational Use Only

This resource is for beginner-friendly healthcare admin education only. It is not medical advice, legal advice, coding certification, payer-specific billing authority, a replacement for employer training, or a guarantee of employment. Always verify current requirements with official sources, employer policy, payer rules, client instructions, and updated guidance.

Source/review note

This resource is for educational and business-planning use only. It does not guarantee employment, client acquisition, income, or contract approval. Keep all claims truthful and verify privacy, business, email, and client-contract requirements before use.

Recommended Next Step

After completing this resource, review the Application Tracker and Interview Q&A Starter Sheet so your career materials stay organized and truthful.