Atalaya N. Hudson

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3 east Newfield Way

Bala-Cynwyd PA, 19004

Dear Wellness Program Coordinator and Home Caregiver Career Provider:

The intent of this letter is to express a genuine interest in interviewing for the Wellness position with your company. I am confident that I can contribute to your facility’s success with my skills set and hands-on experience in the areas of performing administrative and basic clinical tasks.

My background as a Medical Assistant and Wellness coach includes (but not limited to) the following:

* Taking patient vital signs
* Recording patient medical history and restrictions
* Helping physicians with examinations
* Scheduling appointments
* Preparing blood work for lab test
* Injecting patients as directed by the physician
* Planner-Dieting, Physical Fitness and Lifestyle chance counseling
* Establishing and implementing wellness activities that are simple and easy for individuals to be successful and safe.
* Developing professional presentations and Wellness treatment plans

Additionally, I am very experienced using MS office, Medical coding and EHR software. I can also record a patient’s personal information and at the same make sure its keep on a confidential bases in accordance HIPPA agreements.

Please review my attached resume’ for the full scope of my experience and skill set. I’d like to schedule a meeting with you to talk about the position and qualifications. I will give you a call next week to make sure you received my application, and if you are interested, to set up a time to meet.

If you desire more information, please contact me VIA email, Thank you for your time and consideration.

Sincerely,

Atalaya Hudson