

## PERSONAL DETAILS

### Name

Ava Hatt

### Address

London, United Kingdom

### Email

example@cvmaker.uk

### Phone number

+44 6164 079208

NHS Camden

7 December 2023

Dear Hiring Manager,

I am writing to express my keen interest in the part-time Medical Receptionist position at NHS Camden. I am particularly drawn to the NHS due to the varied and challenging duties it offers, prioritising patient care at its core.

With a solid foundation in front desk reception and a commitment to delivering exceptional customer service, I am confident in my ability to enhance the efficiency and success of your practice. My well-honed communication skills and excellent telephone manners, developed through years of interacting with diverse individuals in a professional setting, would contribute significantly to the role. Recognising the importance of multitasking in a fast-paced environment, I have demonstrated my ability to thrive in such settings.

My experience as a front desk receptionist has equipped me with the skills necessary to adapt swiftly to new environments and showcase proficiency in learning software, making me tech-savvy. This background enables me to handle diverse responsibilities and ensure client satisfaction effectively. Currently enrolled in the NVQ Level 2 in Health and Social Care part-time, I am committed to furthering my knowledge and skills, with completion expected in 2024.

I am excited about the prospect of bringing my skills and dedication to NHS Camden as a Medical Receptionist. I am eager to contribute to the high standards of patient care and professionalism that your organisation upholds.

Thank you for considering my application. I look forward to the possibility of discussing how my qualifications align with the needs of your team in greater detail.

Sincerely,

Ava Hatt