

ADUK AWUOL

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RGH Manager, Units 47, 61 and Day Medicine

5th Floor, Fisher Building 5ES30

Dear, Becky Elliott

I am writing to express my interest in the Unit Clerk position as advertised on your Career website. I finished my studies in Health Unit Clerk and Medical office assistant from Alberta Business and Educational Services (ABES). I also recently finished my clinical practicum at Trans Canada Medical Clinic. I am very excited to apply my skills and knowledge to this position.

Through my education and practicum, I have gained a comprehensive understanding of healthcare operations, including patients' admissions, medical records management, medical terminology, schedule and appointment managements, and effective communication skills between healthcare teams. My extensive course work and training have provided me with the foundational skills necessary to succeed in this Unit Clerk role. I am proficient in using electronic health records (HER) systems, scheduling software and other (HER) systems. I am adept at maintaining organized and accurate patient records.

In addition to my technical skills, I also bring excellent customer service skills, communication skills and compassionate approach to patient care, administrative activities in support. I understand the positive impact of effective communication between medical staff, patients and their families, and I am committed to ensuring a smooth and supportive patient experience in my care. My excellent time management and organizational skills will allow me to excel in managing and coordinating the day-to-day operations of the unit clerk while I contribute to the overall efficiency and success of the team.

I have attached a copy of my resume which further details of my skills, work and educational experiences. Thank you for your consideration. I look forward to hearing from you and to the possibility of working with you and contributing to the excellent care provided at your unit.

Sincerely,

Aduk Awuol