

# Stephanie Snellman

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February 25, 2018

Hiring Manager  
PeaceHealth  
1115 SE 164th Avenue  
Vancouver, WA 98683

Dear Hiring Manager:

I am applying for the ***Billing and Coding internship*** that is currently available in your medical records department at PeaceHealth. PeaceHealth has an excellent reputation; it's a company where I would be proud to be a team member.

I am currently attending Clark College, I will complete my Associate of Applied Technology Degree in Medical Billing and Coding in June. I would like to do an internship during spring quarter (April-June), I have 15 hours per week to give your company. I am really looking forward to putting my education into practice. I was on the President's List (top honor students) for each quarter I attended college. My education along with my experience has prepared me well for this internship.

My experience and qualifications include:

- Over 10 years' experience providing excellent customer service
- Up-to-date education of all medical billing codes
- Excellent problem solving ability
- Advanced proficiency in all Microsoft Office software
- 10 key by touch (10,100 KPH)

Thank you for your consideration. I hope to talk with you further about what I can bring to your organization. I can be reached at 360.999.1148.

Sincerely,

*Stephanie Snellman*

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