

Internship



**ASSIGN
BUSTER**

Internship Letter Internship Letter Jeneria D. Shepherd 2459 Stratford Lake Rd • Winston Salem, NC • 27103 Email: Jeneria. shepherd@yahoo. com • Cell: (336) 602-5060

Permanent Address • City, State • Zip Code

March 26, 2015

(Name of Person)

(Position Held)

(Agency or School District)

(Street Address)

(City, State Zip Code)

Dear (Name of person):

I am due to complete my coursework for the Master of Health Care Management from Ashford University. Currently, I am searching for various prospects where I can do my internship as per the requirements of the institution. Is there a possibility of finding a chance of working with the (enter name of the company)? My area of interest is in the position of a Human Resource Generalist in the field of healthcare and administration. I will specifically deal with customer service, client relation, and clinical patient office management. I have a keen interest in the job position and will be under close supervision of (name and contact).

Background Information

I did get in touch with (name of the person) concerning the issue of internship in (company name). Who briefed me on the need to have a Human Resource Generalist so as to enhance customer services and

<https://assignbuster.com/internship-essay-samples/>

relations between patients and the staff.

Objectives

During the internship, I would have to perform the following tasks in order to gain the required knowledge. First, I would strive to improve the client staff relation with each other. I would also ensure that we provide quality services to the customers every time. I would also channel for the advocacy of patients with an aim of improving medical providence in the hospitals.

Procedures

My supervisor during the internship period would be (name of the person). He or she would ensure that I carry out my actions as per the guidelines through the evaluation he will submit to my educational institution.

The internship is quite beneficial to me as it will help me gain the knowledge and experience of a healthcare administrator in the future. I will utilize the skills acquired from my internship once I complete my studies at the university.

Qualifications

It will be upon me to ensure that the relations between the customer and the hospital personnel has improved. The right form of communication will be used whenever passing on information from one section to the other. Would also ensure that the services offered by the company have risen to a considerable level.

Summary

Together with Master's degree, I also have other educational qualifications that give me an upper hand in the above-described job opportunity. I graduated from the Gardner-Webb University College Boiling Springs, NC with a Bachelor degree of Science in Health Care Management in December

2012. Personality is vital in the medical field to enhance the success. I am confident of my communication skills both in written and verbal form thus making it easier for me to communicate efficiently with the patients. I also have the ability to deal with emergencies promptly, something significant when dealing with health issues. I can multi-task and at the same time prioritize tasks depending on the surrounding. The other personal attribute I possess that is critical in the job specification is that I pay great attention to every little detail.

The extensive professional experience from different fields has enabled me gain enough knowledge that I find useful in the job. I worked as a clinical nurse assistant in Moses Cone Health Greensboro for two years where I performed tasks of care towards the patients in the hospital. From the year 2003 to 2009, I worked at Embrenche Behavior Health in Winston-Salem as the Medical Records Supervisor. My tasks at the time included sorting and classifying information of the patients in accordance with the HIPPA guidelines. I also did scanning of the medical records while at the same time managing the activities of the employees in the hospital. Back in the year 1994 to 2002, I was at the Summit Resource Center in Simpsonville where I held the position of at the Department of patient account. All the job positions I have held before deal majorly with customer relation and management of data.

Together with the letter is my resume. Please feel free to contact me in case of any enquiries on (336) 602-5060. I will kindly appreciate if you consider my request.

Sincerely,

(Your Name)

Reference

Ulrich, D., Brockbank, W., Yeung, A. K., & Lake, D. G. (1995). Human resource competencies: An empirical assessment. *Human Resource Management*.