MUKAMA IRENE
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3rd November 2024

Kigali-Rwanda

HR Manager
King Faisal Hospital, Rwanda
KG 544 Street
Kigali-Rwanda

Dear HR Manager of King Faisal Hospital.

**RE:** **Request a position as a Patient Access Officer.**

I am writing to express my interest in the Patient Access Officer position at King Faisal Hospital. With a Bachelor’s Degree in Hospitality Management from the University of Tourism, Technology, and Business Studies and over 8 years of experience in hostess Customers, customer care services and customer relations, I am excited about the opportunity to bring my expertise to your team. My background in hospitality has equipped me with essential skills for delivering exceptional service, managing records accurately, and providing compassionate support qualities that align well with the responsibilities of a Patient Access Officer.

In my current role at Hilltop Hotel, I have developed and refined my communication skills, attention to detail, and the ability to address customer needs promptly and professionally. Handling diverse guest inquiries and maintaining accurate records has honed my organizational abilities and commitment to privacy, essential in a healthcare setting. I am adept at working under pressure, empathizing with clients, and managing confidential information with discretion. I am confident that my background, combined with my passion for helping others, makes me an ideal candidate for this role.

I am eager to contribute to King Faisal Hospital by supporting both patients and healthcare staff in achieving smooth, efficient processes. I look forward to the opportunity to discuss how my skills and experiences can benefit your organization.

Thank you for your time and consideration.

Warm regards,

**Mukama Irene**