Darius Harris

LinkedIn URL

dtharris32@gmail.com

757-344-9431

Date of Letter

Hiring Manager’s Name (if known)

Hiring Manager’s Title, Company Name

Street Address

City, State, Zip Code

**Dear Hiring Manager**: If possible, find out the hiring manager’s name and use that. Do not address “To whom it may concern,”. You can use “Hiring Committee” if it is not one person or you have no name. Do not address to Mrs. or Miss, use Ms.

Introductory Paragraph: You want to tell the reader why you are writing as well as list the name of the position or department for which you are applying. Mention how you heard about the organization or the opening.

BODY: Build a connection between your background and the company’s needs. Name someone you know in the company (if they have agreed to reference for you). Show that you have done some research on the company by talking about new projects the company has taken on, mentioning the management philosophy they use, or citing something you have read about them. If you have any directly related experience or education, summarize it here so the reader can look for it in your resume. If you have relevant skills or accomplishments related to the jon, mention them here.

CONCLUSION: Indicate your interest in the job. State that you look forward to being able to discuss your background in an interview. Thank the reader for his/her time and consideration.

Sincerely,

Darius Harris

**Darius T. Harris**

**dtharris32@gmail.com** **- 757-344-9431 - (Linked in) - Clovis, NM**

Motivated and detail oriented Air Force veteran with 6+ years of experience in medical administration. Compliance driven individual with expertise in running high visibility programs to include HIPAA Privacy and Uniform Business Office (UBO). Master in providing individualized quality customer service. Exceptional problem solver with experience in patient billing, and specialty referrals.

**Skills**

| Active Secret Clearance | Project Management | Critical Thinking |
| --- | --- | --- |
| Communication | Flexibility | Briefing Skills |
| Microsoft Office | Process Improvement | Data Collection |
| Team Building | Billing  | Report Building |

**Professional Experience**

United States Air Force, Clovis, NM May 2022 - Present

Tricare Operations Technician

* STAR statement

United States Air Force, Clovis, NM May 2022 - Mar 2023

Beneficiary Counseling & Assistance Coordinator (BCAC)

* STAR statement

United States Air Force, Clovis, NM Feb 2021 - May 2021

Release of Information Specialist

* STAR statement

United States Air Force, Clovis, NM Jan 2021 - Apr 2021

HIPAA Privacy Officer

* STAR statement

United States Air Force, Clovis, NM Apr 2019 - Jan 2021

Commander’s Support Staff

* STAR statement

United States Air Force, Clovis, NM Dec 2018 - Jun 2019

Uniform Business Office (UBO)

* STAR statement

**Education**

**Master of Business Administration (MBA)**

Old Dominion University, School of Business, Norfolk, VA, in pursuit 120 of 163 credits

**Bachelor of Science in Business Administration (BSBA)**

Trident University International, Cypress, CA

**Associates in Health Services Management**

Community College of the Air Force, Montgomery, AL

**Technical Experience**

Excel (advanced)

MS Office (advanced)

AHLTA

MHS Genesis (advanved)