

[Your Full Name], CMA (AAMA)
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Title]
[Clinic/Hospital Name]
[Street Address]
[City, State, Zip Code]

RE: CERTIFIED MEDICAL ASSISTANT POSITION - REFERRED BY [NAME OF REFERRING PROFESSIONAL]

Dear [Mr./Ms./Dr. Last Name],

I am writing to express my interest in the Certified Medical Assistant position at [Clinic/Hospital Name], as recommended to me by [Referrer Name], [Title/Relationship] at [Referrer's Organization]. Having worked closely with [Referrer Name], they suggested that my clinical skills and commitment to patient care would be an excellent fit for your team.

As a Certified Medical Assistant with [Number] years of experience in [Specialty/Primary Care] settings, I have developed proficiency in both clinical and administrative duties. My background includes performing vitals, assisting with minor surgical procedures, phlebotomy, and managing electronic health records (EHR) via [Specific Software Name]. I am committed to maintaining a high standard of patient confidentiality and ensuring efficient room turnover to optimize clinic workflow.

I admire [Clinic/Hospital Name]'s reputation for [Specific Company Value or Achievement] and am eager to bring my technical expertise and empathetic approach to your patient population. I am confident that my clinical accuracy and ability to support healthcare providers will contribute positively to your practice.

I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of your department. Thank you for your time and consideration.

Sincerely,

[Your Full Name]
Certified Medical Assistant