

[Your Full Name]
[Your Phone Number]
[Your Email]
[Your Address]

[Date]

[Hiring Manager Name]
[Clinic/Facility Name]
[Clinic Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Medical Assistant position at [Clinic Name], as recommended to me by [Name of Referring Professional], who currently serves as [Referrer's Job Title] at your facility.

As a recent graduate of [Medical Assistant Program Name] with my [CMA/RMA] certification, I have developed a strong foundation in both clinical and administrative duties. During my externship at [Externship Location], I gained hands-on experience in patient intake, recording vital signs, and assisting with minor office procedures. [Name of Referring Professional] suggested I reach out, believing my dedication to patient care and clinical accuracy would align well with your team's standards.

I am eager to bring my skills in [Skill 1] and [Skill 2] to a professional environment like [Clinic Name]. I admire your facility's reputation for [specific clinic reputation or specialty], and I am confident that my training has prepared me to contribute effectively from day one.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my background meets the needs of your clinical team.

Sincerely,

[Your Signature/Typed Name]