

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

**[Hiring Manager Name]**

[Title]

[Clinic/Hospital Name]

[Department]

[Street Address]

[City, State, Zip Code]

**RE: MEDICAL ASSISTANT POSITION - REFERRAL BY [REFERRAL NAME]**

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

I am writing to express my interest in the Medical Assistant position at [Clinic/Hospital Name], as recommended to me by [Referral Name], [Title/Relationship]. Having worked closely with [Referral Name] at [Previous Organization/Context], they suggested that my clinical skills and commitment to patient care would be a strong match for your team.

With [Number] years of experience in [Specialty Area, e.g., Pediatrics, Internal Medicine], I have developed proficiency in both clinical and administrative duties. My background includes [Key Skill 1], [Key Skill 2], and managing patient intake in high-volume environments. I am a [Certification Type, e.g., CMA or RMA] and maintain a steadfast focus on HIPAA compliance and electronic health record (EHR) accuracy.

I admire [Clinic/Hospital Name]'s reputation for [mention a specific clinic value or achievement], and I am eager to bring my expertise in [specific technical skill] to support your healthcare providers. I am confident that my clinical intuition and interpersonal skills will contribute to the high standard of care your patients expect.

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 qualifications align with the needs of [Clinic/Hospital Name].

Sincerely,

[Your Signature]

[Your Printed Name]