

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

[Date]

[Hiring Manager Name]
[Urgent Care Center Name]
[Facility Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Medical Assistant position at [Urgent Care Center Name], as referred to me by **[Referral Name]**.

Having worked closely with [Referral Name] at [Previous Clinic/Organization], I have developed a strong foundation in high-volume patient care, clinical support, and administrative efficiency. My experience in fast-paced environments aligns with the urgent care setting, specifically in areas such as [Skill 1: e.g., Triage], [Skill 2: e.g., Phlebotomy], and [Skill 3: e.g., EHR Documentation].

I am impressed by [Urgent Care Center Name]'s reputation for [Specific Company Value or Quality] and am eager to bring my clinical skills to your team. [Referral Name] suggested that my background in [Specific Area] would make me a strong fit for your current workflow.

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 I can contribute to your clinical team.

Sincerely,

[Your Signature]
[Your Printed Name]