

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Facility/Department Name]
[Healthcare Organization Name]
[Address]

Dear [Hiring Manager Name/Selection Committee],

I am writing to express my strong interest in the Entry Level Administrative Assistant position at [Healthcare Organization Name], as advertised on [Where You Found the Job Posting]. With a commitment to patient confidentiality and a high level of organizational proficiency, I am eager to contribute to the smooth operations of your clinical environment.

During my [Education/Previous Relevant Experience], I developed a foundation in [Skill 1, e.g., Records Management], [Skill 2, e.g., Scheduling], and [Skill 3, e.g., Customer Service]. I am deeply familiar with the importance of HIPAA compliance and maintaining a professional, empathetic demeanor when interacting with patients and medical staff. I am proficient in the Microsoft Office Suite and possess a quick learning curve for Electronic Health Record (EHR) software.

What draws me to [Healthcare Organization Name] specifically is your reputation for [Mention a specific clinic value or recent achievement]. I am motivated to apply my attention to detail to help your team provide the highest quality of administrative support, ensuring that providers can focus on patient care.

I look forward to the possibility of discussing how my skills and dedication can support [Healthcare Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]