

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

[Date]

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

Dear [Hiring Manager Name or "Hiring Committee"],

I am writing to express my interest in the Entry-Level Administrative Medical Assistant position at [Facility Name], as advertised on [Platform Name]. Having recently completed my [Medical Assisting Program/Certification Name] at [Educational Institution], I am eager to apply my foundational knowledge of medical terminology, front-office operations, and patient coordination to support your healthcare team.

During my clinical practicum at [Clinic Name, if applicable], I gained hands-on experience in [Specific Skill, e.g., Electronic Health Record (EHR) management, insurance verification, or patient scheduling]. I am proficient in maintaining strict confidentiality in compliance with HIPAA regulations and have developed a strong ability to multitask in fast-paced clinical environments while providing compassionate service to patients.

Key qualifications I offer include:

- Strong command of administrative software and billing systems.
- Excellence in interpersonal communication and patient intake procedures.
- Detail-oriented approach to maintaining accurate medical records and documentation.

I am particularly drawn to [Facility Name] because of your reputation for [Specific Company Value or Specialty]. I am confident that my organizational skills and dedication to patient care make me a strong candidate for this role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can contribute to the efficiency of your office.

Sincerely,

[Your Signature]  
[Your Printed Name]