

*[Your Full Name]*

*[Street Address]*

*[City, State, Zip Code]*

*[Phone Number]*

*[Email Address]*

*[Date]*

*[Hiring Manager Name]*

*[Title]*

*[Healthcare Facility/Clinic Name]*

*[Street Address]*

*[City, State, Zip Code]*

Dear *[Mr./Ms./Mx. Last Name or Hiring Manager]*,

I am writing to express my interest in the Entry-Level Medical Assistant position at *[Clinic Name]* as advertised on *[Where you saw the ad]*. Having recently completed my Medical Assistant training at *[School Name]* and obtained my *[CMA/RMA]* certification, I am eager to apply my clinical skills and commitment to patient care within your team.

During my externship at *[Externship Site Name]*, I gained hands-on experience in both clinical and administrative duties, including recording vital signs, preparing exam rooms, and managing patient records via *[Specific EMR Software, if any]*. My background has prepared me to provide efficient support to physicians while ensuring a compassionate experience for patients.

Key highlights of my qualifications include:

- Proficiency in clinical procedures such as phlebotomy, EKG administration, and injections.
- Strong understanding of HIPAA regulations and patient confidentiality.
- Excellent communication skills and the ability to multitask in high-volume environments.

I am particularly drawn to *[Clinic Name]* because of your reputation for *[Specific Reason, e.g., pediatric excellence/patient-centered care]*. I am confident that my technical training and dedication to healthcare excellence make me a strong candidate for this role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can contribute to the success of your medical team.

Sincerely,

*[Your Full Name]*