

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Healthcare Facility/Clinic Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

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

I am writing to express my strong interest in the Entry-Level Clinical Medical Assistant position at [Clinic Name], as advertised on [Platform/Website]. Having recently completed my Medical Assistant training program at [School Name] and earned my [CCMA/RMA/CMA] 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 a fast-paced clinical environment. I successfully performed clinical duties including recording vital signs, preparing exam rooms, assisting with minor surgical procedures, and administering injections. I am proficient in using [Specific EMR Software] and maintain a high standard of accuracy in documenting patient histories and laboratory results.

As a new professional in the field, I bring a strong foundation in medical terminology, infection control protocols, and HIPAA compliance. I am dedicated to providing compassionate care to patients while ensuring clinical workflows remain efficient and organized. My ability to remain calm under pressure and my strong communication skills allow me to collaborate effectively with physicians, nursing staff, and administrative teams.

I am particularly drawn to [Clinic Name] because of your reputation for [mention a specific clinic value or specialty]. I am confident that my technical training and professional work ethic make me an excellent 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 high-quality care provided at [Clinic Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]