

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

[Current Date]

[Hiring Manager Name]
[Title]
[Medical Facility/Clinic Name]
[Facility Address]

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

I am writing to express my interest in the Entry Level Medical Assistant position at [Facility Name], as advertised on [Where you saw the job post]. Having recently completed my Medical Assistant certification from [School/Program Name], I am eager to apply my clinical training and administrative skills to provide high-quality patient care within your team.

During my externship at [Clinic Name], I gained hands-on experience in both front-office and back-office operations. I am proficient in taking vital signs, preparing exam rooms, assisting with minor procedures, and managing [Specific EMR software name] records. My training has emphasized the importance of patient privacy, accuracy in medical documentation, and maintaining a sterilized environment.

I am particularly drawn to [Facility Name] because of your reputation for [Specific reason, e.g., pediatric excellence or community outreach]. As a dedicated professional with a focus on empathy and efficiency, I am confident in my ability to support your healthcare providers and ensure a positive experience for every patient.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and enthusiasm for patient care can benefit [Facility Name].

Sincerely,

[Your Signature - if sending by mail]
[Your Printed Name]