

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Healthcare Facility Name]

[Street Address]

[City, State, Zip Code]

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

I am writing to formally express my interest in the Entry-Level Medical Assistant position at [Healthcare Facility Name], as advertised on [Platform/Source]. Having recently completed my [Medical Assistant Training Program/Certification] at [Name of Institution], I am eager to apply my clinical training and commitment to patient care within your esteemed team.

During my externship at [Clinical Site Name], I gained hands-on experience in both front-office and back-office operations. My competencies include recording vital signs, preparing examination rooms, assisting with minor surgical procedures, and managing electronic health records (EHR) via [Specific Software, if applicable]. I am highly disciplined in maintaining sterile environments and strictly adhering to HIPAA regulations to ensure patient confidentiality and safety.

As a detail-oriented professional, I pride myself on my ability to remain calm in fast-paced clinical settings and provide compassionate support to diverse patient populations. I am confident that my foundational skills in [mention a specific skill, e.g., phlebotomy or EKG] and my dedication to clinical excellence 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 background and enthusiasm for healthcare can contribute to the high standard of care provided by [Healthcare Facility Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]