

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Facility Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Externship Coordinator],

I am writing to formally express my interest in completing my Medical Assistant externship at [Facility Name], as required for the completion of my Medical Assisting program at [Name of School/Institution]. Having followed [Facility Name]'s reputation for excellence in [Specific Department or Patient Care], I am eager to apply my academic training in a professional clinical setting.

Throughout my coursework, I have developed a solid foundation in both administrative and clinical duties. My hands-on lab experience includes [List 3-4 skills: e.g., phlebotomy, EKG administration, vital signs, and EHR documentation]. I have maintained a [GPA/Honors status] and have consistently demonstrated a commitment to patient safety and HIPAA compliance.

I am particularly drawn to this externship because of [Specific reason why you chose this facility]. I am a quick learner, highly organized, and dedicated to providing compassionate care to patients. I am confident that my work ethic and technical skills will allow me to contribute positively to your team while I work toward my certification.

My program requires a total of [Number] hours, and I am available to begin on [Start Date]. I have attached my resume and clinical skills checklist for your review. Thank you for your time and for considering my application to join your clinic as an extern.

Sincerely,

[Your Signature]

[Your Printed Name]