

[Your Full Name]

[Your Address]

[Your Phone Number] | [Your Email]

[LinkedIn Profile URL / Portfolio Link]

[Date]

[Hiring Manager Name]

[Title]

[Facility/Clinic Name]

[Facility Address]

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

I am writing to express my strong interest in the Medical Assistant position at [Facility Name], as advertised on [Platform Name]. As a recent graduate of [Name of Accredited Medical Assistant Program] with [Certification: CMA/RMA/CCMA] certification, I am eager to contribute my clinical skills and commitment to patient care to your team.

During my externship at [Externship Site Name], I gained hands-on experience in both clinical and administrative duties. I successfully assisted with [Skill 1: e.g., phlebotomy], [Skill 2: e.g., EKG administration], and [Skill 3: e.g., recording vital signs]. I also became proficient in [EMR/EHR Software Name], ensuring accurate patient documentation and efficient front-office flow. My training has instilled in me a deep understanding of HIPAA compliance and a dedication to maintaining a sterile and organized clinical environment.

What draws me to [Facility Name] is your reputation for [Specific Quality: e.g., excellence in pediatric care/community outreach]. I am a highly motivated professional who excels in fast-paced environments and prides myself on my ability to communicate empathetically with patients from diverse backgrounds. I am confident that my technical training and passion for healthcare make me an excellent fit for your clinic.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can benefit [Facility Name] during an interview.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]