

[Your Full Name]

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[Phone Number]

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[Email Address]

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[City, State, Zip Code]

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[Date]

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[Hiring Manager Name]

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[Facility/Clinic Name]

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[Street Address]

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Dear [Hiring Manager Last Name],

I am writing to express my strong interest in the Medical Assistant position at [Facility Name] as advertised on [Source]. Having recently completed my [Certification/Program Name] at [School Name], I am eager to apply my clinical training and passion for patient care in a professional setting.

During my clinical externship at [Externship Site], I gained hands-on experience in essential tasks including recording vital signs, preparing examination rooms, and assisting with minor procedures. Despite being an entry-level candidate, I am highly proficient in [Specific Skill, e.g., Phlebotomy/EKG/EMR Software] and have developed a reputation for maintaining a calm, empathetic demeanor in high-pressure environments.

I am particularly drawn to [Facility Name] because of your reputation for [Specific Value or Specialty]. My background in [Relevant Past Field or Soft Skill] has equipped me with exceptional communication skills and a meticulous attention to detail, ensuring that all administrative and clinical tasks are handled with accuracy and HIPAA compliance.

I am excited about the opportunity to contribute to your healthcare team and provide excellent support to your physicians and patients. Thank you for your time and consideration. I look forward to the possibility of discussing my qualifications with you in more detail.

Sincerely,

[Your Signature/Typed Name]