

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

[Date]

[Hiring Manager Name]
[Practice/Hospital Name]
[Department of Obstetrics and Gynecology]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my strong interest in the Entry-Level Medical Assistant position at [Practice Name], as advertised on [Platform]. Having recently completed my [Medical Assistant Program Name] and earned my [CMA/RMA] certification, I am eager to apply my clinical skills and commitment to women's health within your specialized OBGYN team.

During my clinical externship at [Externship Location], I gained hands-on experience in a fast-paced environment. I am proficient in rooming patients, recording vital signs, and maintaining sterile environments. Specifically relevant to OBGYN care, I have been trained in assisting with [mention specific skills, e.g., prenatal exams, pelvic exams, or pap smears] and understand the importance of maintaining patient privacy and comfort during sensitive procedures.

I am particularly drawn to [Practice Name] because of your reputation for [mention a specific value, e.g., compassionate prenatal care or gynecological surgery excellence]. As an entry-level professional, I offer strong administrative multitasking abilities, a quick learning curve for Electronic Health Record (EHR) systems like [mention specific software if known], and a dedication to providing empathetic support to patients across all stages of life.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my training and enthusiasm can contribute to the high standard of care at [Practice Name].

Sincerely,

[Your Signature]
[Your Printed Name]