

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile Link]

[Date]

[Hiring Manager Name]
[Pediatric Practice/Facility Name]
[Facility Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Medical Assistant position at [Pediatric Practice Name], as advertised on [Platform]. Having recently completed my Medical Assistant certification and clinical externship, I am eager to apply my clinical skills and passion for pediatric care to support your medical team and young patients.

During my clinical training at [Clinical Site Name], I gained hands-on experience in performing pediatric vitals, administering vaccinations, and preparing exam rooms. I am particularly skilled at communicating with children of all ages to alleviate their anxiety during procedures. My background includes proficiency in [EMR System Name] and a solid understanding of HIPAA regulations and sterile techniques.

I am impressed by [Pediatric Practice Name]'s reputation for [mention a specific clinic value, e.g., compassionate care or community outreach]. As an entry-level professional, I am committed to maintaining a high standard of patient safety and administrative efficiency while providing a welcoming environment for families.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my training and dedication to pediatric health can benefit your practice.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]