

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your City, State, Zip Code]

[Date]

[Hiring Manager Name or "Office Manager"]

[Private Practice Name]

[Practice Address]

[City, State, Zip Code]

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

I am writing to express my enthusiastic interest in the Entry-Level Medical Assistant position at [Practice Name], as advertised on [Platform Name]. As a recent graduate of [Medical Assisting Program/College Name] with a strong foundation in both clinical and administrative procedures, I am eager to contribute to the high standard of patient care provided by your private practice.

During my clinical externship at [Externship Site Name], I gained hands-on experience in a fast-paced environment. I successfully performed rooming procedures, recorded vital signs, assisted with [Specific Procedure, e.g., minor sutures or EKGs], and managed electronic health records (EHR) using [Specific Software, if any]. These experiences have prepared me to balance technical accuracy with a compassionate bedside manner, ensuring patients feel comfortable and well-informed during their visits.

I am particularly drawn to [Practice Name] because of your reputation for [mention a specific detail about the practice, e.g., patient-centered care or specialty focus]. I am a detail-oriented professional committed to HIPAA compliance and efficient office flow. I am confident that my dedication to clinical excellence and my ability to multitask in a private office setting make me a strong fit for your team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the daily operations of your practice.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]