

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

[Date]

[Hiring Manager Name]
[Clinic Name]
[Department Name, e.g., Cardiology/Dermatology]
[Street Address]
[City, State, Zip Code]

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

I am writing to express my strong interest in the [Job Title] position at [Clinic Name], as advertised on [Where You Saw the Ad]. As a recent graduate of [Medical Assistant Program Name] with a certification in [CMA/RMA], I am eager to apply my clinical training and passion for [Specific Specialty, e.g., Pediatrics/Orthopedics] to support your medical team and provide exceptional care to your patients.

During my clinical externship at [Name of Facility], I gained hands-on experience in a fast-paced environment. I successfully managed [Number] patient intakes per day, mastered Electronic Health Record (EHR) systems like [EHR Software Name], and assisted with procedures including [Specific Skill 1] and [Specific Skill 2]. My background has prepared me to handle the unique workflows of a specialty clinic, ensuring both administrative efficiency and patient comfort.

What draws me to [Clinic Name] specifically is your reputation for [mention a specific clinic achievement, mission, or patient care philosophy]. I am a detail-oriented professional with a commitment to HIPAA compliance and empathetic communication. I am confident that my foundational skills and my eagerness to learn your specific protocols will make me a valuable asset to your clinical staff.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my training and dedication align with the needs of [Clinic Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]