

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Urgent Care Center Name]
[Street Address]
[City, State, Zip Code]

RE: Medical Assistant Position - [Job Requisition Number if applicable]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the entry-level Medical Assistant position at [Urgent Care Center Name] as advertised on [Platform where you saw the ad]. Having recently completed my Medical Assistant training at [Name of Institution] and obtained my [CMA/RMA] certification, I am eager to apply my clinical skills and commitment to patient care within a fast-paced urgent care environment.

During my clinical externship at [Externship Site Name], I gained hands-on experience in a high-volume setting, performing essential duties including rooming patients, recording vital signs, and assisting with minor procedures. I am proficient in [mention 2-3 specific skills, e.g., phlebotomy, EKG administration, or EHR documentation]. I thrive in environments that require quick thinking and the ability to multitask effectively while maintaining a compassionate bedside manner.

I am particularly drawn to [Urgent Care Center Name] because of your reputation for [mention a specific detail about the clinic, e.g., community service or efficient patient processing]. I am a quick learner, a dedicated team player, and I am prepared to handle the diverse clinical and administrative challenges inherent to urgent care medicine.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the opportunity to discuss how my training and enthusiasm can contribute to the team at [Urgent Care Center Name].

Sincerely,

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