

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Hiring Manager's Name]
[Practice or Hospital Name]
[Address]
[City, State ZIP Code]

Dear [Hiring Manager's Name],

I am writing to express my strong interest in the Medical Assistant position at [Practice or Hospital Name] as advertised. As a Certified Medical Assistant (CMA) with extensive clinical and administrative experience, I am confident in my ability to provide exceptional support to your healthcare team and deliver compassionate care to your patients.

During my previous roles, I have developed strong organizational and multi-tasking abilities, allowing me to support healthcare providers efficiently in fast-paced environments. My CMA certification has given me a solid foundation in essential procedures such as phlebotomy, EKG administration, and medication administration, as well as proficiency in using electronic health record (EHR) systems. I have a proven track record of aiding physicians during examinations, preparing and maintaining exam rooms, and ensuring accurate patient documentation.

I am passionate about patient care and always strive to create a welcoming, respectful environment for every patient. My commitment to upholding patient confidentiality and my keen attention to detail help safeguard sensitive medical information and maintain smooth clinical workflows. My previous supervisors have commended me for my reliability, professionalism, and ability to communicate effectively with both patients and medical staff.

I am excited about the opportunity to contribute my skills and dedication to the team at [Practice or Hospital Name]. I am confident that my clinical expertise, interpersonal abilities, and commitment to excellence would make me a strong addition to your clinic. Thank you for considering my application. I look forward to the chance to discuss how my background and passion for healthcare align with your team's needs.

Sincerely,
[Your Name]