

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

[Recipient Name]  
[Clinic or Healthcare Facility Name]  
[Clinic Address]  
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the Certified Medical Assistant position at [Clinic or Healthcare Facility Name] as advertised. With my medical assistant certification, hands-on clinical experience, and a dedication to supporting healthcare teams, I am confident in my ability to contribute effectively to your clinic's ongoing mission to deliver outstanding patient care.

As a Certified Medical Assistant (CMA), I have developed a comprehensive understanding of both administrative and clinical responsibilities, including patient intake, vital sign assessment, EHR management, and assisting healthcare providers during examinations and procedures. My experience in [mention a relevant setting, e.g., family practice, urgent care, etc.] has honed my attention to detail and ability to multitask in fast-paced environments while maintaining a compassionate, patient-centered approach.

My strong organizational skills, proficiency in managing patient records, and knowledge of medical terminology enable me to ensure the smooth operation of clinical workflows. I excel in communicating clearly with patients and colleagues, educating patients on procedures, and providing the highest level of support to healthcare providers. My ability to work efficiently both independently and as part of a team aligns with your clinic's values.

Enclosed is my resume, which provides additional details about my qualifications. I welcome the opportunity to discuss how my skills and dedication can benefit [Clinic or Healthcare Facility Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]