

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

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

Dear [Recipient Name],

I am writing to express my strong interest in the Medical Assistant Externship opportunity at [Healthcare Facility or Clinic Name]. As a certified Medical Assistant with comprehensive training and hands-on experience, I am eager to further develop my clinical skills while making a positive impact on patient care within your esteemed team.

I recently completed my Medical Assistant Certification at [Name of Institution], where I gained extensive knowledge of patient support, medical procedures, and administrative duties. Throughout my training, I excelled in vital sign measurement, specimen collection, patient record management, and effective communication with both patients and healthcare professionals. My ability to multitask efficiently in fast-paced environments positions me strongly to contribute to your clinical operations.

I am deeply committed to providing compassionate and attentive care to every patient. My collaborative mindset, combined with exceptional organizational skills, allows me to support physicians and nurses while maintaining accurate records and ensuring smooth workflow. I am enthusiastic about the opportunity to learn from your experienced team and am confident in my ability to provide quality assistance during my externship.

Thank you for considering my application. I am excited for the possibility to grow professionally within your organization and contribute to the excellent standard of patient care at [Healthcare Facility or Clinic Name]. I look forward to discussing my qualifications in more detail.

Sincerely,  
[Your Name]