

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

[Recipient Name]
[Title/Position]
[Healthcare Facility Name]
[Facility Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the Certified Medical Assistant position at [Healthcare Facility Name], as advertised on [where you found the job posting]. With over [X] years of experience providing high-quality patient care and comprehensive administrative support in fast-paced clinical environments, I am confident in my ability to contribute effectively to your team and further your mission of compassionate, efficient healthcare delivery.

Throughout my career, I have skillfully balanced clinical and administrative responsibilities, ensuring an exceptional experience for patients and providers alike. My certification as a Medical Assistant (CMA) from [Your Certifying Organization] and my extensive hands-on experience have equipped me with a deep understanding of medical terminology, charting, and daily clinical operations. I am proficient in the use of electronic health records (EHR) systems such as [list relevant EHR platforms used], and excel at patient intake, triage, vital signs assessment, specimen collection, and assisting with minor procedures.

Beyond my clinical abilities, I am recognized for fostering a welcoming, patient-centered atmosphere. My strong communication and organizational skills enable me to handle scheduling, billing, insurance verification, and record management efficiently. I am attentive to detail, observant of HIPAA regulations, and adaptable to changing protocols and healthcare technologies.

I am excited about the opportunity to join [Healthcare Facility Name] and contribute to your commitment to quality patient care. I am confident that my experience, professionalism, and genuine compassion for patients will make a positive impact on your team. I look forward to discussing my qualifications with you further.

Thank you for your consideration. I have attached my resume and would welcome the opportunity for an interview at your earliest convenience.

Sincerely,
[Your Name]