

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

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the entry-level Medical Assistant position at [Practice or Facility Name], as advertised on [where you found the job posting]. As a newly certified medical assistant (CMA/RMA) with a strong foundation in both clinical and administrative functions, I am eager to contribute my skills, compassion, and enthusiasm for quality patient care to your healthcare team.

I recently completed my Medical Assistant training at [Name of School/Program], where I gained hands-on experience in patient intake, vital sign measurement, electronic health record management, and assisting physicians with examinations and procedures. Through my externship, I refined my ability to communicate clearly with patients and staff, manage sensitive information with discretion, and handle multiple priorities in a busy medical environment.

My certification as a [Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA)] further demonstrates my commitment to maintaining the highest professional standards in healthcare. I am proficient in both clinical procedures and administrative tasks, including scheduling appointments, maintaining accurate records, and ensuring patient comfort and safety.

I am excited about the opportunity to join [Practice or Facility Name] and support your mission of delivering exceptional patient care. I am confident that my training, certification, and strong work ethic make me a valuable asset to your team. Thank you for considering my application. I welcome the chance to interview and discuss how my background aligns with your needs.

Sincerely,
[Your Name]