

Joseph Corbin

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Cynthia Roberts
Hayden Medical Center
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Roberts:

I'm interested in applying for the medical assistant role with Hayden Medical Center. As you can see from my attached resume, I have two years of experience within the health care industry, delivering exceptional patient care in acute care environments. I am confident I can provide valuable contributions to your patients and organization.

Hayden Medical Center's commitment to patient-centered care standards draws me to apply for this opportunity. As a health care professional, I'm a strong proponent of patient advocacy throughout the treatment process. I believe I can support your mission based on my previous achievements:

- Scheduled all patient appointments for a high-volume pediatrics office with six full-time physicians and two nurse practitioners, amounting to up to 40 appointments per day
- Interfaced effectively with diverse patient populations, communicated with empathy and understanding, and contributed to a 95% patient satisfaction rating for the practice
- Obtained patient vitals, including blood pressure, temperature, and diagnostic information, and maintained medical records using electronic health records (EHR) software

I look forward to telling you more about how expertise in patient-centered care can be an asset to your organization. Feel free to contact me via phone or email for any questions you may have about my background. I appreciate your time and consideration.

Sincerely,

Joseph Corbin