

**Matthew Johnson**  
**St. Luke's Medical Center**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

Dear Mr. Johnson:

I would like to apply for the senior medical assistant role with St. Luke's Medical Center. My proven track record includes supporting nursing teams and physicians in delivering patient-centered care in high-volume hospital environments. I am confident I can deliver value to your patients, physicians, and medical teams.

St. Luke's Medical Center's reputation for achieving positive patient outcomes draws me to apply for this opportunity. Throughout my career, I've collaborated with a variety of medical teams and personnel to enhance clinical efficiency. I believe I can deliver positive contributions to your organization based on my previous successes:

- Managed five front office staff for a medical practice with over 8,000 active patients, assigned responsibilities, evaluated performance, and coordinated scheduling
- Oversaw calendars and appointments for four physicians and three nurse practitioners, minimizing patient wait times to under 30 minutes on average
- Supported registered nurses in performing examinations, delivering treatment, and providing high-quality care to patients in a hospital with over 300 beds

I'd like to schedule an interview to further discuss how my leadership experience within the medical field could benefit your team. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Aliya Jackson