**MEDICAL ASSISTANT COVER LETTER**

November 7th, 20XX  
  
Ms. Dexter Stone  
Hiring Manager  
Silversprings Memorial Hospital  
700 Margareta Avenue  
New Town, USA 90000  
  
Dear Ms. Stone,

I was glad to find a job posting for medical assistants on your website. Looking at your requirements, I believe I am the best person for the job. I have worked as a nurse aid for five years, and lately, I work as a medical assistant at Town Way Medical clinic.

In the current role, I perform both clinical and administrative duties. I am tasked with managing patient’s records, helping with admissions, running the office, handling insurance claims, and scheduling appointments and laboratory tests. Additionally, I also manage billing inquiries.

If you require further details about me, I will be glad to respond. Y0u can reach me at (201) 324-2112 or at abelgrace@jobhelp.com.

Thank you for your time.

Sincerely,

Grace Abel