Steven Bhave

Medical Assistant

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11/20/19

Ellen Walraven

HR Director

Naylor & Brown Medical Center

974 Anthony Avenue

Indianapolis, IN, 46201

Dear Ms. Walraven,

I'm writing to apply for the medical assistant position at CBLD Medical Center. I'm an AMT Registered Medical Assistant with 6+ years of experience in high-volume hospital environments. I'm very interested in working at CBLD because of your high HCAHPS scores and your commitment to patient satisfaction.

Your ad on Indeed mentions skills in EPIC, supply management, and specimen preparation. I believe I'm ready to work for you, based on:

* **EPIC:**Maintained 98% accuracy in booking patients in with EPIC.
* **Supply management:** Designed new pull system that cut costs 30%.
* **Specimen preparation:**prepared and shipped biospecimens daily.

I'd love to talk soon about how my skills in patient assessment and education can help CBLD improve its patient exit survey scores still more.

Best Regards,

Steve Bhave, Medical Assistant