**MEDICAL ASSISTANT** **COVER LETTER**

Today’s date

Dear Hiring Manager,

In response to your job posting on SimplyHired.com, I would like to apply for your position as a Certified Medical Assistant at Centurion Medical Center. For the last two years, I have worked as a medical assistant at the Foundry Health Clinic in California. Now, I'd love for the opportunity to work at your esteemed healthcare facility.

As far as education goes, I earned a Certification for Medical Assistance from Clearwater Technical College. During my time at Clearwater, I gathered a range of job skills that readied me for a career in healthcare, particularly medical assistance. After reaching certification, I gained two years of work experience as a medical assistant at Foundry Health Clinic.

According to your job posting, you are seeking a candidate who is trained, experienced, and familiar with both front office work and back office work of a medical setting. You are also looking for an assistant who can handle medical coding and insurance claims. I feel that I meet all of these qualifications. I'm also experienced at clinical work; I have taken vital signs such as heart rate and blood pressure. I have also assisted nurses in blood drawings. I can be trained to use high-tech medical equipment.

Attached, you will find a letter of recommendation from my former employer at Foundry Health Clinic. In it, she highlights my skill in performing clinical procedures, following staff instructions, and handling patient information in accordance with HIPAA. In addition to this, I'm a diligent worker with a passion for helping patients from all backgrounds creeds. I would love to demonstrate all of this to your health center through an employment opportunity. If you are interested in scheduling an interview with me, please email me at annalise.sinclair@email.com. I can also be contacted by phone or text. I look forward to responding to any further inquiries.

Sincerely,

Annalise Sinclair