**MEDICAL ASSISTANT COVER LETTER**

[Today’s Date]

[Hiring Manager’s Name]  
123 Company Address  
Company’s City, State, Zip Code  
(xxx) xxx-xxxx  
hiring.manager@gmail.com

Dear [Mr./Ms./Mx.] [Hiring Manager’s Last Name],

I am writing to apply for the part-time Medical Assistant position at DC Clinic, as advertised on medicaljobsusa.com. I am a certified AAMA Medical Assistant, with 6+ years of professional experience in patient liaison, record management, reception and general office administration. I have worked at a range of medical facilities, from private physician office settings to large, state-run hospitals.   
  
In my recent position as the Medical and Services Assistant at the George Washington University Hospital in Washington, DC, I was trained in administering injections, recording EKG’s, patient scheduling, medical coding (ICD9/10 and NCPT) and phlebotomy/blood draws. I am certified in Basic Life Support (BLS)/CPR with adult, child and infants, and am highly skilled in using the MS Office Suite and Electronic Health Records (EHR) software.   
  
Specific highlights of my career include:

* Enhancing patient relations and reducing critical wait times
* Developing cost-effective administrative procedures
* Training staff members in patient interaction and communication

I have a Diploma in Medical Assisting Services from Herzing University. I’m confident that my extensive medical and administrative skills would be of benefit to this position and to DC Clinic. I have attached a copy of my resume with this email. If you need any further information, please call me at (123) 456-7895.

Thank you for your time and consideration.

Sincerely,

Signature