**MEDICAL ASSISTANT COVER LETTER**

05 July, 20XX  
  
Erin O’Connor  
Hiring Manager  
Lincoln Memorial Hospital  
102 Leonardo Drive  
New York, NY 10077

Dear Ms. O’Connor,

I am writing to express my interest in the Medical Assistant position with Lincoln Memorial Hospital. I am highly motivated, trained in recording medical histories and taking vital signs, certified in basic life support and CPR, and performing administrative and clinical tasks in healthcare settings.

As a certified AAMA Medical Assistant with more than two years of experience providing patient care and managing medical records, I am confident that I would be a great benefit to the hospital.

Throughout the course of my career as a Medical Assistant, I have perfected my abilities to assist with and perform patient examinations, administer injections, closely follow physician directions and state medical laws and regulations, schedule patient appointments, keeping track of medical records, and more. In my most recent position as a Medical Assistant with Franklin River Healthcare, I was also trained in phlebotomy, recording EKGs, medical coding, and managing Electronic Health Records.

In addition to having a proven track record of enhancing patient experiences, successfully assisting physicians with patient examinations, and meticulously recording patient information and managing medical records, I hold an associate’s degree in healthcare administration and a certification in medical assisting services.

Beyond my job-specific skills, education, and technical abilities, I pride myself on my ability to multitask, build relationships with patients, deliver state-of-the-art medical care, pay careful attention to detail, and clearly communicate with physicians, healthcare professionals, and patients.

As an experienced Medical Assistant with high-level healthcare and administrative skills, I am excited at the opportunity to put my qualifications to use at Lincoln Memorial Hospital. If given the opportunity to join your prestigious medical team, you can count on me to perform all duties with focus, integrity, and confidentiality.I welcome the chance to discuss this position and explain, in detail, what I can offer the hospital.

Thank you so much for your time and consideration.

Kind regards,  
  
Bentley Smith