Lauren Long

Medical Assistant

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11/20/19

Rosie Wilzhens

Clinic Director

Sutton Galaway Medical Clinic

2587 Alpaca Way

Anaheim, CA 92805

Dear Ms. Wilzhens,

I'm applying to the medical assistant position at Sutton Galaway Medical Clinic. I recently graduated from Ohio State University with an AA in Medical Assisting. I'm a Registered Medical Assistant, passionate about patient care and making life easy for nurses, doctors, and clinic managers.

Your ad in Monster says you need someone skilled in-patient assessment and ECG operation. During my internship through Pasadena City College, I received top marks from the head nurse for ECG operation, and also scored high in patient assessment skills.

I'd be happy to discuss how my efficiency and time management can help support a smooth workflow at Sutton Galaway Medical Clinic.

Best Regards,

Lauren Long, Medical Assistant