**MEDICAL ASSISTANT COVER LETTER**

Lauren Long

Medical Assistant

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Today’s Date

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,

Signature

Lauren Long

Medical Assistant