**MEDICAL COVER LETTER SAMPLE**

**[Hiring Manager’s Name]**

**[Title]**

**[Organization Name]**

**[Mailing Address]**

Dear **[Hiring Manager Name],**

I am applying for the medical assistant position at Bean Valley Medical Clinic. During my 7 years of experience at Central State Medical Clinic of Riverton, I received 7+ commendations for efficiency in scheduling, record maintenance, and processing 40+ patients per day.

The main reason I am applying to Bean Valley is that, of the several clinics I have looked at, I believe my skills fit your position best. I know you need an assistant versed in taking patient vital signs and medical histories, scheduling, and strict HIPAA compliance. Here are a few accomplishments:

Taking vital signs. I took and recorded vital signs for 40+ patient’s daily, maintaining 99% positive feedback in random patient surveys.

Scheduling. I scheduled 20+ appointments daily, but I also helped implement a new patient-portal-driven scheduling app that cut 10 hours of work per week.

HIPAA. I trained 10 other clinic staff members in HIPAA compliance, sourcing training materials and testing. Result: a 50% reduction in near-miss incidents.

I’m excited about working in a clinic with your reputation for efficient and cost-effective care, and your mission to spend more time with each patient. I’d love to speak with you face-to-face or by phone about how my skills in medical office management can further your goal to exceed standards for safety and quality medical care in Bean Valley.

Best regards,

[**Yours Name], [Job Title]**

**[Phone Number]**

**[Email]**