**RESUME COVER LETTER**

**[Your Name]**

**[Phone Number]**

**[e-mail]**

Dear Hiring Manager,

I am excited to be applying for the position of Medical Assistant at your medical practice. Certified as an AAMA Medical Assistant with more than 5 years of experience, I am familiar with the general requirements of assisting and caring for patients as well as providing aid to practitioners and other team members alike. I have always held a strong passion to help patients recover and feel better and I am thrilled by this opportunity of utilizing my medical skills and experience to make it happen.

In my previous position as a Medical Assistant at ABC Tech, I was responsible for meeting patient needs in the aged care facility. In efforts to improve the overall care of aged patients, I pioneered a training program purposed to educate and train staff to sympathize the care experience from a patient’s point of view. Within a couple of months from the implementation of the program, the practice witnessed a 40% increase in patient satisfaction as well as an improved engagement and retention of employees.

With my extensive training in medical services and overall exceptional general management and office administration capabilities, I know that I am the best fit for the job. Additional accolades include a prestigious Careers Award in 2018 for excellence in patient care and have received numerous praises by department managers at ABC Tech.

Thank you for the opportunity and I look forward to hearing from you soon. Kindly note that I am available for an interview at your earliest convenience

Sincerely,

**[Your Name]  
[Phone Number]  
[e-mail]**