**HEALTH CARE COVER LETTER**

Amy Chan

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Dear Hiring Manager,

I recently came across your online advertisement for a Medical Assistant job opening. I am both excited and more than qualified to take up this position. As a student at St. Helena University, I have a certificate in medical assistance and a background education in medical coding. I'm currently enrolled in a degree program for biomedical science.

While enrolled in the medical assistance program at St. Helena University, I completed courses in anatomy, physiology, medical terminology, medical science, insurance billing, coding, office administration, laboratory skills and clinical skills. These courses prepared me for work in assistance, administration, reception, record keeping, clerical work and even phlebotomy. I'm trained to perform everything expected of a medical assistant.

Should you hire me, you will find that I meet all the qualifications needed to fulfill this job. Those qualifications include a specialized education, a consistent work ethic and a strong dedication to providing healthcare to the public. I'm capable of handling patient medical records, filing insurance claims, performing medical coding tasks, instructing patients on the protocol and collecting and preparing medical information for recordkeeping. I'm also trained in performing clinical tasks, such as drawing blood and taking blood pressure tests. In addition to all of this, I'm familiar with healthcare concepts such as HIPAA compliance; I understand the importance of patient confidentially and legal safeguarding.

I would love to get the opportunity to work at your medical facility. I appreciate any opportunities to advance my career within the medical field, and I believe that working as a Medical Assistant for your company would do just that. If you wish to discuss my resume or qualifications, feel free to schedule an interview with me. Thank you for your time and consideration.

Sincerely,

Amy Chan