Ms. Cynthia Adams

Living Well Health Centre

418 Livewell Street

Palo Alto, California, 94301

hr.livingwell@gmail.com

Dear Ms. Cynthia Adams,

I am writing to apply for the part-time Medical Assistant position at Living Well Health Centre, as advertised on medicaljobsusa.com. I am a certified AAMA Medical Assistant, with 5+ years of professional experience in patient liason, record management, reception and general office administration. I have worked at a range of medical facilities, from private physician office settings to large, state run hospitals. In my recent position as the Medical and Services Assistant at the John Miller Smith Hospital in Denver, I was trained in administering injections, recording EKG’s, patient scheduling, medical coding (ICD9/10 and CPT) and phlebotomy/blood draws.

I am certified in Basic Life Support (BLS)/ CPR with adult, child and infants, and am highly skilled in using the MS Office Suite and Electronic Health Records (EHR) software. Specific highlights of my career include:

* Enhancing patient relations and reducing critical wait times
* Developing cost-effective administrative procedures
* Training staff members in patient interaction and communication

I have a Bachelor of Health Sciences from America State University, with a major in Biology and minor in administration. I am confident that my extensive medical and administrative skills would be of benefit to this position and to the Living Well Health Centre. I have attached a copy of my resume with this email. If you need any further information, please call me at (102) 515-0987.

Thank you for your time and consideration.

Sincerely,

YOUR NAME