

**KAREN JACKSON**

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August 29, 2011

Ms. Bernadette Prentiss, Office Manager  
Binghamton Family Medical Center  
789 Arthur Street  
Binghamton, NY 13905

Dear Ms. Prentiss:

Having recently graduated from the accredited Medical Assisting program at Everest Business School, I am confident in my ability to perform both clinical and administrative MA tasks with precision, timeliness, and excellence. Your recent posting with the NYS Department of Labor for a full-time Medical Assistant appears to be a very good fit for my background and career goals, and I am pleased to submit my résumé for your review.

In addition to comprehensive coursework in Medical Terminology, Anatomy and Physiology, and Pharmacology, my training included 160 hours of externship experience. One of my rotations was with the very busy Amherst Family Clinic, where I provided physician support through patient intakes, vital signs, EKGs, and phlebotomy. Patients ranged from infants to the elderly, and my supervisor regularly commented on my ability to quickly and effectively adapt to the many different situations. In addition, I readily mastered the reception procedures and was trusted to perform scheduling and billing tasks on a fill-in basis.

Teachers, classmates, and supervisors will attest to my professionalism, skill level, and willingness to learn. I am eager to apply these qualities and launch my medical assisting career, and I would welcome the opportunity of a personal interview with you to further pursue this opportunity. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Karen Jackson

Enclosure