

Sandra Smith, CMA

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Dr. Paul Jones
XYZ Family Medical Practice
1234 Casper Road
Milwaukee, WI 53204

Dear Dr. Jones,

Your ad for a medical assistant entry-level position caught my attention as I prepare to begin my professional career as a Certified Medical Assistant (CMA).

I am well aware of the day-to-day operations of medical practices from my schooling at Milwaukee community college. Their Medical Assistant diploma program has taught me the medical skills and experience needed to be a CMA. My hard work to become a career-oriented medical assistant presents to the Caregiver Medical Group some advantages I may have that others may not offer.

Having spent volunteering as a medical assistant at a local Red Cross hospital, I have acquired vital academic and clinical training for patient care, and have gained strong leadership and interpersonal skills from working alongside doctors and nurses and talking with patients. I also learned, as volunteer, laboratory procedures and how to do many basic medical assistant tasks.

My practical hands-on training and education has provided me with a thorough foundation in principles that affect the medical field profession every day. I am well-suited for a career in medical assisting.

I would appreciate the chance to discuss in person your requirements about the position.

Thank you for your consideration.

Sincerely,

Sandra Smith