Anna Mei Lin
123 Orchid Street
Quezon City, Metro Manila 1100
+63 912 345 6789
annalin@email.com

October 26, 2024

Dr. Samuel Lee
Hiring Manager
St. Luke's Medical Center
279 E. Rodriguez Sr. Ave.
Quezon City, Metro Manila 1112

Dear Dr. Lee ,

I am writing to express my interest in the Medical Assistant position at St. Luke's Medical Center as advertised on the hospital's official career website. With five years of experience in patient care, administrative duties, and medical procedures, I am excited about the opportunity to contribute to your team’s commitment to providing high-quality healthcare services.

I gained hands-on experience in managing patient record, coordinating appointments, and assisting physicians in clinical tasks such as taking vital signs and preparing patients for diagnostic procedures during my time at Asian Hospital and Medical Center. My ability to multitask effectively and remain calm under pressure has enabled me to thrive in fast-paced environments.

I admire St. Luke's Medical Center, for its patient-centered care philosophy and dedication to community outreach programs. I believe my compassionate approach and commitment to continuous learning align well with your team’s goals. I am confident that my experience working with diverse patients and my organizational skills will make a positive impact on both your team and your patients.

I would welcome the opportunity to discuss how my background and skills can benefit St. Luke's Medical Center. Thank you for considering my application. I look forward to the opportunity to contribute to your team and can be reached at the contact details I’ve provided above.

Sincerely,

Anna Mei Lin