[Your name]
[Your address]
[City, state, ZIP code]
[Your phone number]
[Your email address]

[Date (month day, year)]

[Recipient's name]
[Recipient's title]
[Hospital/Healthcare facility name]
[Address]
[City, state ZIP code]

Dear [Recipient's name] ,

I am writing to express my interest in the Medical Assistant position at [Organization name], as advertised [In/on source of job posting]. With [Number] 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 [Specific skills, e.g., managing patient records, scheduling appointments, and assisting physicians with clinical tasks such as taking vital signs during time at a previous employer or training program. You may also mention if you are proficient with electronic health record (EHR) systems]. My ability to multitask effectively and remain calm under pressure has enabled me to thrive in fast-paced environments.

I admire [Organization name], for [Mention a unique value or mission of the organization, such as "its patient-centered care philosophy" or "commitment to community health"]. 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 [Organization name]. 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,

[Your signature]
[Your full name]