

**Kimberly Perkins**  
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Mr. William Joyner  
Cornerstone Complete Care  
116 Ways St.  
Martinsville, VA 24112

Dear Mr. Joyner:

Thank you for taking the time to discuss the Medical Office Assistant at Cornerstone Complete Care with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with your office. It is no wonder that Cornerstone Complete Care retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Joyner, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration. If you have any further questions, Please feel free to contact me anytime at (336)-552-1788.

Sincerely,

Kimberly Perkins