
Medical Assistant Cover Letter for Externship Example

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employer's Name]

[Medical Facility's Name]

[Medical Facility's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am currently a student at [Your College Name], pursuing a degree in Medical Assisting. As part of my curriculum, I am required to complete an externship and am excited to express my interest in the Medical Assistant Externship program at [Medical Facility's Name].

During my academic career, I have honed my skills in medical procedures, patient care, and healthcare administration, maintaining a [GPA] GPA. I am confident that my theoretical knowledge and hands-on training would enable me to perform the duties of the Medical Assistant efficiently.

Being an active volunteer at [Volunteer Experience], I have developed strong interpersonal skills, enabling me to communicate effectively with patients and healthcare professionals.

This internship is an excellent opportunity for me to gain valuable hands-on experience and contribute to [Medical Facility's Name]'s renowned patient care. I am excited about the possibility of working alongside the skilled team at [Medical Facility's Name] and learning from their experience.

Thank you for considering my application. I am eager to discuss how my academic knowledge and strong work ethic make me a valuable addition to your externship program.

Sincerely,
[Your Name]