
Short Medical Assistant Cover Letter 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'm writing to apply for the Medical Assistant position at [Medical Facility's Name] advertised on [where you found the job posting]. With a Medical Assisting diploma from [Your College Name] and [number of years of experience] years' experience in a fast-paced hospital setting, I'm confident I can contribute effectively to your team.

My skills include patient care, performing medical procedures, and administrative tasks. I'm known for my empathy, professionalism, and dedication to patient satisfaction.

I look forward to the opportunity to discuss how my experience and passion align with the goals of your facility.

Sincerely,

[Your Name]