

# Cover Letter for Medical Assistant

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Hiring Manager  
City Health Clinic  
456 Care Boulevard  
Houston, TX 77002

Dear Hiring Manager,

I am excited to apply for the Medical Assistant position at City Health Clinic. With my certification as a medical assistant and two years of hands-on experience in patient care, I am eager to bring my clinical and administrative skills to support your team's commitment to delivering exceptional healthcare.

In my previous role at Wellness Care Center, I assisted in patient examinations, managed medical records, and ensured seamless communication between patients and healthcare providers. My attention to detail helped maintain accurate records, while my compassionate approach improved patient satisfaction. I also gained experience in scheduling, billing, and managing daily clinic operations, which enhanced efficiency and supported a positive patient experience.

City Health Clinic's focus on providing compassionate and high-quality care aligns perfectly with my professional values. I am confident that my expertise in clinical procedures, patient interaction, and administrative tasks makes me a strong fit for this role.

I would welcome the opportunity to discuss how my skills and experience can contribute to the success of City Health Clinic. Thank you for considering my application. I am available for an interview at your convenience and can be reached at (832) 555-1234 or oliviaharper@email.com.

Sincerely,  
Olivia Harper