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**March 3, 2017**

**Cindy Maher**  
Hiring Manager  
Swanson Medical Group   
678 Rockwell Lane, Los Angeles, California, 90101  
  
**Dear Mrs. Maher,**

I am interested in your advertisement on Indeed.com for the position of a medical assistant. Through my experience and education, I possess the qualifications for this position. I recently graduated from Los Angeles Technical College on May 20, 2014. During my course of study, I worked with several doctors to learn different aspects of medical assisting. In short, I have experience working with doctors specializing in general medical practice, pediatrics, and cardiovascular settings.

Currently, I am working in a pediatrician’s office with Dr. Robertson, MD. My job involves all aspects within the office. While I serve as an assistant directly to Dr. Robertson, I also help all physicians when possible. As part of my receptionist duties, I am in charge of scheduling appointments, filing charts, processing payments, and assisting patients in the front of the office. I also work in the back office. I clean the examination rooms, collect patient vital signs and chief complaints, as well as assisting the doctor with various patient exams. As a medical assistant, I do a little of everything in the office.

My current position was offered to me immediately following externship. During my time with Dr. Robertson, I have received several different awards that all employees strive to obtain. For example, my most prestigious award is “Medical Assistant of the Year” through the office. Additionally, I have received two different perfect attendance plaques. While the recognized accomplishments give me pride, my biggest rewards are simply helping each patient to stay happy and healthy.

Through my time of education and experience, I have mastered many skills in medical assisting. In the front office, I am in charge of administrative duties. Some of the most important skills I’ve mastered administratively include filing insurance forms, scheduling appointments and follow-ups, supplies management, phone triage, and room preparations. Clinically, in the back office, I have more skills that I use each day. Some clinical skills I practice include taking and recording vital signs, giving injections, lab testing, patient education, and assisting the doctor with procedures and exams.

In conclusion, I feel that I would be an ideal candidate for the advertised medical assisting position in your office. I have spent several years increasing my knowledge and skills to ensure I am capable of assisting both doctors and patients in the medical office. As previously mentioned, I possess the qualifications you are seeking in your potential medical assistant. I am skilled in both clinical and administrative facets. Additionally, I have an extensive knowledge of medical terminology and procedural information to work with your physicians in a professional and courteous manner. More importantly, I carry a sincere passion to keep patients healthy.

Sincerely,

Lucy K. Adams