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**February 19, 2015**

**Katie Parker**  
Kensington Urgent Care  
8560 Highway 26, Detroit, Michigan, 81092  
  
**Dear Mrs. Parker,**

My name is Michael Kendall, and I recently came across your advertisement on Yahoo Jobs for a medical assistant. As a current lab assistant, I am extremely interested in that position. I graduated from a medical assisting course of study from the Technical College of Detroit in December of 2009. Since that time, I have worked as a medical assistant until I accepted my current position as laboratory assistant.

As stated, I’ve worked as a medical assistant as well as a laboratory assistant. As an intern as a medical assistant, I was able to fully understand all the different aspects of that particular job. I previously worked with Dr. Fredrickson, MD, at the West Detroit Medical Center. During that time, I worked in both front and back office. My administrative duties were not as frequent as my back office responsibilities. Primarily, I was in the back office assisting Dr. Fredrickson in taking care of patients. I collected vital signs, charted patient complaints and symptoms, processed specimen samples, and assisted the physician with all procedures and exams. I was also responsible for providing education to all patients regarding a variety of topics. As a lab assistant, I do not work as closely with patients. My main job now includes processing all samples within the pathology lab.

During my medical career, I’ve experienced a variety of accomplishments. I have received several different awards that include perfect attendance, best patient service, and top lab assistant. I try my hardest to provide a precise level of accuracy when examining lab samples. When I worked directly with patients, I kept the highest level of compassion for my patients.

I have a varying degree of skills within the medical field. I do have some skills with administration which include scheduling appointments, collecting payments, and answering patient questions. My clinical skills are extremely strong. I have years of experience working with patients to obtain vital signs, assisting with exams, practicing phlebotomy, and giving patient education. Additionally, I have an advanced set of skills I use in the lab. I have a very high ability of paying attention to minute details to analyze specimen samples correctly. I possess strong manual dexterity and eye sight. I have coordination and patience. I have made a habit of double-checking my work so my results are consistent, accurate, and reliable.

In conclusion, I feel that I am the candidate you seek for your medical assisting position! As I’ve mentioned previously, I have experience working as a medical assistant as well as a lab assistant. My knowledge in the medical field is very extensive and grows each day. I would love the opportunity to work as a part of your group and assert my strengths as a valued team member. My skills and knowledge are part of the qualifications you seek, and I am more than confident I would excel in this position.

Sincerely,

Michael Kendall