**Sarah Clausen**

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Apr 12, 2017

Hiring Manager’s Name

46 Bucchaneer Blvd.

Denver, Colorado, 80208

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Sarah, and I saw your job posting on Monster.com last night. I’ve been working as a medical assistant for more than 5 years, and I’m in love with this profession. I particularly love being in a position to help people. Your hospital is one of the best for patient care in the Mountain States, and I would be thrilled to contribute to its already stellar reputation.

One of the things that helps a medical assistant succeed is the willingness to be flexible. On any given day, we could be asked to perform minor medical procedures, clean the floor, or use EMR software to manage patient histories. I am willing and capable of performing any task thrown at me. I love a challenge, and delight in having a variety of duties from day to day.

I’ve read that [TARGET COMPANY] was recently awarded the AHA NOVA Award for excellence in collaborative programs for improving community health. I believe that community outreach is the first step toward making our world a better place, and it’s refreshing to see a healthcare facility as large as [TARGET COMPANY] taking this initiative. My skills and experience, coupled with my passion for patient care, make me a great fit for your organization.

It would be great to meet in person for a face-to-face interview. I am available any day of the week, and can be reached by phone at [PHONE] and email at [EMAIL]. Thank you for your consideration, and I look forward to hearing from you to discuss this opportunity further.

Sincerely,

Sarah Clausen

**[MEDICAL ASSISTANT COVER LETTER]**