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| **Debra Kelly** | C: (555) 555-5555, H: (444) 444-3333[Email Address][Street Address], New York, NY 55900 |

**Today’s date**

Dr. Evans

ABC Clinic

Address, City, State, zip

**Re: Medical Assistant Position**

Dear Dr. Evans,

Your human resources person, Miss Lay Zee, suggested that I contact you directly regarding the position of medical assistant in your clinic.

From what she told me about your specific preferences, that the candidate for the position should be outgoing, warm, helpful, and friendly, I can meet and exceed these expectations. I’m attaching my resume for your perusal. As you see, I graduated from XYZ College, and have been taking courses to further my medical knowledge since.

I have been working as a medical assistant for more than 15 years and my responsibilities included:

Getting patients prepared for medical exams, taking blood pressure and other vital signs and recording them accurately, taking case histories from patients and providing them with clear medical information, scheduling patient appointments, and participating in lab work.

During this time, I received commendations from the chief physician of our medical center and constant positive feedback from patients. I communicate patiently with patients of all ages (including senior citizens, teenagers, and children) and respect their confidentiality.

Kindly let me know when it would be convenient to come to the clinic for an interview.

You can easily reach me at my contact information above.

Thank you for your consideration.

Cordially,

**Debra Kelly**