

Dear Dr. Morgan,

I am excited to apply for the Administrative Assistant position at Riverside Medical Group. With three years of experience working in healthcare teams, I am used to the particular needs of medical environments, including confidentiality, scheduling, and interacting with patients.

As part of my previous role, I supported a team of 20 healthcare providers, managed records at HIPAA levels, and had a seamless schedule of appointments. I feel that my skills align with Riverside's commitment to exceptional patient care.

Thank you for your consideration.

Best regards,

Liam Torres