

Dear Team,

After five years as a customer service supervisor, I am transitioning into healthcare with a certification in medical assisting under my belt. My background in communication, scheduling, and multitasking will easily transfer into front office duties, while my training prepares me for basic clinical support.

Your clinic's reputation for patient-centered care is just the environment in which I would thrive. I look forward to discussing my potential to contribute to your team.

Warm regards,
Elena Thomas