

Dear Hiring Manager,

I would like to apply for the Medical Assistant position at Dr. Smith's cardiology office. Having worked in primary care offices for over three years, I understand the relevant experience of both administrative and clinical procedures.

While at Dr. Ashanti's office, I reduced patient waiting times by 30% with pre-appointment screening and improved EHR workflows. I trained new staff in recordkeeping procedures and supported clinical tasks, such as administering injections, monitoring EKGs, and other common procedures.

Thank you for considering my application. I look forward to being part of your compassionate and efficient team.

Sincerely,  
Serena Langley