

Dear Program Director,

I am completing my final semester in the Clinical Medical Assisting program at Northwest College and would appreciate consideration for the externship opportunity offered by your institution. I have excelled at all of my courses, both administrative and clinical, and look forward to applying that knowledge to a real-world healthcare setting.

According to my instructors, I am detail-oriented, respectful, and genuinely passionate about patient care. I am confident that I would bring a strong work ethic and a desire to learn to your clinic.

Thank you for your consideration

Amber Chen