

Dear Clinic Administrator,

I am applying for the Medical Assistant role. I'm a certified medical assistant with strong skills in front office coordination, EHR management, and direct patient care. I've worked in busy multi-provider clinics and am confident managing schedules, taking vitals, and ensuring smooth daily operations.

I'd love to bring my experience and energy to your patient-focused team. Thank you for your time and consideration.

Best,
Carlos Jimenez