Your Name

Title

Current Company (If Any)

Mailing Address

Phone Number

Email Address

Date

Hiring Manager Name

Title

Mailing Address

Phone Number

Email Address

Dear [Hiring Manager Name],

Getting 7 commendations for efficiency as a CMA at MedFast was a nice achievement. But it was easy for me because I take a lot of joy in being part of a smooth, efficient system. That's why your search for a new CMA at Big Bean Medical Clinic has me so excited.

Your job posting says you're looking for a Certified Medical Assistant skilled in EHR, recording patient info, and medical billing, with 4+ years of experience. I'm a CMA with 5 years of experience, plus these accomplishments that fit your needs:

* Collected and recorded patient info and vital signs for 45+ patients per day for 5 years.
* Slashed past-due accounts by 20% by setting up automated text/email reminders.
* Suggested an improvement to our patient intake procedure that cut EHR time 20 hours per month.

I'd love to find out more about how I can help save time at Big Bean Medical. Could we set aside some time for a call?

Best Regards,

[Your Name]