

## SAMPLE STUDENT

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October 30, 20xx

Hiring Manager  
A-Z Healthcare  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Medical Assistant** position at A-Z Healthcare, which I found on your company's website. I believe my education and experience would allow me to successfully perform the responsibilities of this role.

As you can see from my resume, I am obtaining a Medical Assistant Certificate from Harper College. Upon completion of this program, I will be pursuing credentials as a Certified Medical Assistant through the American Association of Medical Assistants. My qualifications include:

- Working directly with patients in a confidential setting to collect medical history
- Assisting physicians with exams and medical procedures
- Patient triage
- Knowledge of medical terminology
- Familiar with health care technology systems and experience documenting information in electronic medical record system
- Experience performing administrative tasks
- Fluent in Spanish and English

I welcome the opportunity to work for A-Z Healthcare, whose mission is to provide compassionate, holistic care to their patients. I look forward to an opportunity to discuss this position and my skills with you. Thank you for your time and consideration.

Kindest Regards,

Sample Student