

SAMPLE STUDENT
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August 4, 20xx

Hiring Manager
ABC Surgical Center
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager,

I am applying for the **Medical Office Administration Assistant** position at ABC Surgical Center that is posted on Harper College's online job posting system, Hire a Hawk. My education and work experience will allow me to successfully perform the responsibilities required for this position.

I would be a positive addition to your team because of my strong knowledge of medical terminology, coding and billing, computer, and communication skills. I have knowledge of HIPAA, and have a proven track record of working effectively in a fast-paced team environment.

ABC Surgical Center has a reputation for providing excellent care for its patients, and that is the type of medical organization I want to contribute my passions and talents to. I look forward to the opportunity to meet with you. Thank you for your consideration.

Sincerely,

Sample Student