

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this letter to express my interest in applying for the position of Lead Medical Assistant at [XXX Hospital]. As a seasoned Lead Medical Assistant with over 6 years of experience in performing clinical and administrative duties, I believe I am the ideal candidate for this role.

[XXX Hospital] has developed into one of the most trust-worthy hospitals providing holistic healthcare solutions. Your hospital’s healthcare service providers are known for their patience and empathy in treating patients. It would be an enriching experience for me to be a part of your hospital.

I assist the Clinical Practice Manager in administrative tasks and helping the patients prepare themselves before surgeries and operations. I ensure the hygienic standards of the hospital are maintained. Apart from this, I perform the following tasks and duties:

* Conduct interviews, hire new staff, and train them on the dos and don’ts.
* Prepare legible work schedules and help manage the workload of staff.
* Facilitate internal events and awareness programs to improve the positive image of the hospital.
* Address queries of patience and resolve disputes.
* Prepare treatment rooms and ensure the equipment are fully functional.
* Evaluate the performance of staff and provide constructive feedback.

My strong interpersonal and effective communication skills help in addressing concerns and resolving disputes. My experience has prepared me well to excel in this role. I am certain I can be a valuable addition to your team.

I am looking forward to meeting you in person and discussing my qualifications in detail. Thank you for your time and patience.

Sincerely,

[Your Name]

**Robert Smith**

**Lead Medical Assistant**