**Robert Smith**

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**Medical Assistant Externship**

[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 desire in having Medical Assistant Externship in your association. Based on my research and recommendation received, I know how reputed your facility is in offering outstanding externships for older medical assistants. As a medical assistant, I believe that I can bring a wealth of skillsets and experience to your facility.

I am a certified \*\*\*\* Medical Assistant with around 5 years of practicum experience providing services to a variety of patients, including those in the long-term setting. My ability to coordinate with patients, and support the medical professionals and nursing staff positions me to excel in this role. My concrete knowledge of medical terminology, anatomy, and pharmacology has been received from my academic experience, and this is supplemented with my CGPA of 9.6 scores.

Some of the skills that I bring to your organization include –

* Documenting patient information periodically, communicating with lab staff, and delivering a wide range of medical instructions to patients.
* Excelling in providing a superior level of compassionate and warming patient care to more than 200 patients every day.
* Shadowing physicians with the \*\*\*\* center to closely observe the medical treatments being given to patients, and simultaneously developing a wealth of knowledge that is needed for career growth.
* Demonstrable communication skills enabling me to interact well with doctors, laboratory staff, and pharmacists.
* Exhibiting an unwavering dedication to advancing overall patient and client health service.
* Recording vitals, collecting samples, and documenting the medical history of every patient.
* Amassing several awards and continuous recipient of scholarships throughout my academic tenure at \*\*\* in recognition of my outstanding medical coursework, and academic performance.

My solid experience in providing patient care, support, and treatment to a variety of patients, coupled with my innate sense of flexibility and responsibility makes me strongly believe that I can be a significant contribution to your organization. An opportunity to discuss your needs and my qualifications in further detail would be appreciated. Thank you for your consideration.

Sincerely,

[Your Name]



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