**Robert Smith**

**Patient Services Assistant**

[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],

Upon reviewing your job description posted in \*\*\*, I discovered that you are looking for a personable, empathic, and experienced Patient Services Assistant to join the \*\*\* team. I invite you to consider my application, and enclosed resume outlining my academic credentials, skills, and other qualifications. With around 7 +years of experience in the healthcare sector providing support to nurses and delivering comprehensive medical services to various patients, I believe that my contribution will be valuable to \*\*\*\* in meeting its mission and objectives.

During my tenure at \*\*\*\* and \*\*\*\*, I was responsible for the overall patient care which includes performing basic checks, assisting patients with personal care support, administering medications, monitoring health conditions, and communicating with medical professionals. Furthermore, my professional training from \*\*\* has honed my skills and knowledge which would prove to be an immediate contribution to your facility. I excel in providing superior and compassionate patient care as I assist them with their personal and basic needs. I consistently take care of the patient’s needs and educate both patients and caregivers and provide them with appropriate medical instructions. Highlights of my experience include –

* Spearheaded a range of medical and patient care services to patients ranging from taking vital signs, assisting with grooming and bathing, to documenting medical records.
* Demonstrable communication skills to liaison effectively with patients, nurses, laboratory staff, medical professionals, and patients' families while ensuring proper implementation and modification of treatment plans.
* My approachable nature and my ability to explain the medical condition to patients in a simple manner, without using medical jargon is something that I was always appreciated at work.
* Hands-on experience in delivering unwavering commitment to overall patient health and wellbeing, the ability to thrive under pressure, and strong physical ability to provide excellent bedside manner.

With my result-oriented approach to medical assistance, and illustrable experience in rendering patient care for a range of needs, and conditions, I strongly believe that my qualifications would be an asset to \*\*\*. I appreciate the opportunity to discuss my candidature in more detail in the coming days. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

[Your Name]