122 W South Temple

Suite # 100 Room # 305

Salt Lake City, UT 84101

July 21, 2016

Future Employeer

1225 Any Street

Idaho Falls, ID 83404

Dear Future Employeer:

I read your job announcement online for a medical assistant with great interest and enthusiasm. Rosemark WomenCare Specialists are greatly recommended and has great reviews online. I was excited to review your mission statement and your ways of providing comfort to patients who enter your clinic. I have listed my qualifications to parallel your requirements.

Requirements

1. High school or equivalent
2. Medical Assistant- 1 year preferred
3. Patient Care and services
4. Front office Skills

Qualifications

1. A.S. Medical Assisting Program, LDS Business College
2. I am certified as a Medical assistant and have done three years of schooling
3. Trained in taking vitals, physical measurements, blood and other laboratory tests.
4. Trained in how to schedule appointments and communicate with patients.

My additional accomplishments, experience and education are detailed and in the attached resume. It would be an honor to meet you and have the opportunity to interview for the position. Thank you for your time and consideration.

Best Regards,

Leslie Tait