

Date

Your Name  
Address

Their name  
Title  
Company  
Address

Dear Hiring Manager,

Having been a former patient in the Legacy Health Care System, and as a student medical assistant I am very familiar with the guiding mission and the level of care and professionalism of the staff. Your float position will allow me to utilize my ability to adapt to people and various communication styles, developed from 10 years of customer service in a meaningful work environment. Something you may find interesting is my upcoming volunteer experience in a medical clinic in Honduras I believe this experience will enhance my understanding of patient care and cultural competency serving individuals with limited medical services.

My first formal education in the medical field was as an Emergency Medical Technician. Interestingly enough my natural ability to keep a presence of mind in crisis situations came into play in my first directed practice at XXX while assisting a patient who had an allergic reaction to a medication administered in the office. I was able to work with the medical assistant and physician to get the patient stabilized. Having worked with EPIC daily I feel confident in my ability to start any position with little or no training time. Having supported my education with my employment in customer service, I know that every job has its difficult side. From my customer service experiences I am able to put a positive spin on most awkward or taxing situations and move on the next customer or task with no negative carry over. You will find me to be a respectful and alert employee. I am sitting for my exam December 22, 2011 and expect to pass and receive my certification.

I look forward to discussing my work experience, directed practice with Legacy and personal qualities that fit your needs. I may be reached at\_\_\_\_\_.

Sincerely,

Name