

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Medical Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Medical Assistant position at Acme Corporation, which I discovered on your careers page. With a strong educational background in medical assisting and hands-on experience through my internship, I am excited about the opportunity to contribute to your team and support patient care in a reputable organization like yours.

During my internship at Riverbend Clinic, I successfully assisted medical staff with patient check-ins and maintained accurate medical records for over 100 patients, ensuring compliance with HIPAA regulations. My ability to effectively manage the flow of patients and streamline administrative tasks resulted in a 20% reduction in waiting time, allowing for enhanced patient satisfaction and care. Additionally, I completed a certification in Basic Life Support (BLS), which has equipped me with the essential skills to respond effectively in emergency situations and support patient safety.

I am particularly drawn to Acme Corporation due to its commitment to community health and innovative patient care solutions. I am eager to bring my skills in communication and patient interaction to your team, ensuring that every patient feels valued and cared for during their visits. I am confident that my proactive approach and dedication to learning will make a positive contribution to your clinic.

I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation and helping enhance the quality of care for your patients.

Sincerely,

Jordan Taylor