

Jordan Taylor

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Acme Corporation

RE: Freelance To Full Time Medical Assistant

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Medical Assistant position at Acme Corporation, which I discovered on your careers page. With over three years of experience working as a medical assistant in various clinical settings, I have developed a strong foundation in patient care and administrative support, and I am eager to bring my skills and dedication to your team.

During my freelance experience, I successfully managed multiple medical office tasks, including patient scheduling, electronic health record management, and assisting in minor procedures. One notable achievement was streamlining the patient intake process for a small clinic, which reduced wait times by 30% and improved patient satisfaction scores significantly. Additionally, I collaborated with health-care providers to implement a new electronic filing system that increased efficiency in accessing patient records, resulting in a 25% reduction in administrative errors.

I am particularly drawn to Acme Corporation due to your commitment to providing high-quality patient care and your innovative approach to healthcare solutions. I believe my proactive attitude and ability to adapt quickly to new environments will make me a valuable addition to your team. I am enthusiastic about the opportunity to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor