

# Jordan Anderson

January 16, 2026

Acme Corporation

RE: Internship Medical Assistant

Dear Hiring Manager,

I am excited to apply for the Internship Medical Assistant position at Acme Corporation, as advertised on your careers page. With a strong passion for healthcare and a commitment to providing excellent patient care, I believe this opportunity aligns perfectly with both my academic pursuits and my professional aspirations.

During my time volunteering at City Hospital, I had the opportunity to work alongside healthcare professionals, assisting with patient intake and performing basic clinical tasks. I successfully contributed to a patient management initiative that improved the intake process, reducing wait times by 15%. Additionally, while completing my coursework in medical assisting at State University, I excelled in my clinical skills lab, where I was recognized as a top performer in administering basic first aid and conducting vital sign assessments. This hands-on experience honed my ability to work effectively under pressure while ensuring a compassionate approach to patient care.

I am particularly drawn to Acme Corporation's commitment to community health and patient-centered care. I am eager to bring my strong organizational skills and attention to detail to your team, ensuring a smooth and efficient workflow. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I hope to contribute to your team soon.

Sincerely,

Jordan Anderson