

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Medical Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Medical Assistant position at Acme Corporation, as advertised on your careers page. With my extensive background in patient care and administrative support, I am excited about the opportunity to contribute to your team and enhance patient experiences at your facility.

During my tenure at Greenfield Medical Center, I successfully streamlined the patient intake process, reducing wait times by 30% while maintaining a high standard of care. By implementing an electronic health record (EHR) system, I was able to improve documentation accuracy, which resulted in a significant decrease in charting errors. Additionally, I played a crucial role in a community health initiative that involved organizing workshops, which educated over 500 community members on preventive health measures, showcasing my ability to promote health and wellness beyond the clinic.

I am particularly drawn to the Promotion Medical Assistant role at Acme Corporation because of your commitment to innovative patient care solutions. I am eager to bring my skills in patient engagement and my proactive approach to problem-solving to your team. I am confident that my experience in enhancing patient interactions and my dedication to continuous improvement align well with your organization's goals.

I would welcome the chance to discuss my qualifications further and explore how I can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of working together to promote health and well-being in our community.

Sincerely,

Jordan Taylor