

# Emily Johnson

January 16, 2026

Acme Corporation

RE: Relocation Medical Assistant

Dear Hiring Manager,

I am excited to apply for the Relocation Medical Assistant position at Acme Corporation as advertised on your careers page. With a strong background in medical assistance and a passion for providing exceptional patient care, I am eager to contribute to your team and support patients during their transition to new locations.

In my previous role at HealthFirst Clinic, I successfully managed the relocation process for numerous patients, ensuring seamless transitions through careful coordination with healthcare providers and support staff. For instance, I developed a comprehensive checklist that guided patients through each step of their move, which resulted in a 30% decrease in relocation-related complications. Additionally, I received recognition for my ability to build rapport with patients, which was instrumental in helping them navigate their new environments and access necessary medical services.

Furthermore, my experience with electronic health records (EHR) has equipped me with the skills to efficiently manage patient information and ensure compliance with privacy regulations. At HealthFirst, I led a project to digitize patient records, improving accessibility and efficiency for healthcare providers. This initiative not only enhanced our workflow but also significantly reduced patient waiting times by 20%. I am confident that my proactive approach and dedication to patient care will be valuable assets in the Relocation Medical Assistant role at Acme Corporation.

I am enthusiastic about the opportunity to bring my expertise in patient relocation and support to your team. I would love to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your organization.

Sincerely,

Emily Johnson