

## Maddy M. Assist

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(555) 555-5555 MA@gmail.com

January 20, 2016

To: Mr. Human Resources  
Hiring Manager  
[Name of Company]  
[Address of Company]  
[City, State Zip]

Dear Mr. Resources,

In response to your employment opportunity as a Medical Assistant, I ask that you please accept my resume for review.

I am a Certified Clinical Medical Assistant, and have my (CCMA) certification. I have knowledge of medical terminology, anatomy / physiology, medical law and ethics, and patient rights. I am familiar with managing treatment records, scheduling patient appointments, working with patients on billing and payment, and practice management software. In addition, my background in administrative processes and customer service makes me an excellent candidate for your position.

Please contact me at (555) 555-5555 to arrange an interview or to answer any questions you have at this time. I can be available at your earliest convenience. Thank you for your consideration.

Sincerely,

*Maddy M. Assist*

Maddy M. Assist

Enclosed Resume