



MADDY M. ASSIST

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CONTACT

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<MRS. HIRING MANAGER>

DIRECTOR OF HR • COMPANY • ADDRESS • CITY, ST ZIP

January 20, 2017

Dear <Mrs. Hiring Manager>,

Attached is my resume in response to your position available for a Medical Assistant.

I am a Certified Medical Assistant (CMA), with all the skills and knowledge that implies. I chose this field because I love helping people and making a difference in their life as well as their families, and I'd like the opportunity to speak with you more about what unique skills I bring to the team.

Your company, <<company name>>, sounds like a great fit for my passion to help others, with your mission to <<company mission>>.

I look forward to speaking with you at your earliest convenience to arrange an interview.

Sincerely,
Maddy M. Assist



MA@GMAIL.COM



TWITTER HANDLE



555-555-5555



LINKEDIN URL