

Assistant Medical Cover Letter

4513 Rolfson RadialLake Genaromouth, HI 70428

Dear Tatum Zulauf,

I submit this application to express my sincere interest in the assistant medical position.

In the previous role, I was responsible for training, leadership, and support of additional medical assistant and department assistant staff to complete all competencies, clinic, patient visit, and office duties.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Certification as a medical assistant
- Current Medical Assistant certificate from an accredited school
- Keyboarding, computer EHR
- Excellent customer service skills and communication, flexible, detailed oriented, organized
- Familiarity with Michigan Medicine electronic medical records system
- Performs clinic laboratory tasks including order processing, specimen collection and processing, and diagnostic testing
- Graduate of an accredited Medical Assistant Program or Navy Hospital Corps School with Certificate of Completion
- Flexible and have a strong sense of teamwork

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Greer Roberts