

# Medical Administrative Assistant Cover Letter

407 Courtney Via Zemblaktown, FL 71512-4206

**Dear Shae Hudson,**

I am excited to be applying for the position of medical administrative assistant. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for authoritative information to faculty, students, and medical schools on SJMH medical student policies and procedures.

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:

- To be comfortable handling a fast-paced, high-stress environment
- Events planning, arranging lunches and other events
- Medical terminology and office background preferred
- Able to work effectively on a team, but also independently to take initiative when necessary
- Good computer skills, especially with Google applications and Microsoft Office Suite
- Applies innovative problem solving methods and generates ideas
- Excellent communication (verbal and written) and interpersonal skills essential
- Continuous improvement mindset highly desirable

**I really appreciate you taking the time to review my application for the position of medical administrative assistant.**

Sincerely,

Rowan Schroeder