

123 Main Street
Campbells, KY 12345

October 25, 2012

Dr. Martin C. Lawrence
FAMILY HEALTH CARE
7899 Hawkins St.
Campbells, KY 12345

Dear Dr. Lawrence:

I have enclosed my resume in response to your October 14 listing in the Times Daily for a Medical Assistant at your new Campbells office.

The position interests me for several reasons. My education and work experience have prepared me for this position. I have excelled in patient care and have also performed administrative duties in the healthcare industry for the past eight years.

The position you outline is one which I feel I can enhance with my medical background as well as my leadership abilities which involve extensive planning, organizing and communication. I am a responsible person who is concerned with performance and accountability.

I would appreciate an opportunity to discuss with you how I might best meet your needs. I will call your office next week to inquire about an interview.

Thank you for your consideration.

Sincerely,

Karley Jansen