Date goes here)

Janice Mason

HR Manager

ABC Dermatology Clinic

8960 Long Avenue

California, CA 95423

Dear Ms. Mason,

Thank you for setting aside the time to meet with me this morning regarding the Clinical Medical Assistant position currently available at the ABC Dermatology Clinic. I enjoyed our discussion and appreciate all of the information you shared with me about the role and its duties.

I would like to affirm my desire to accept this position should you offer it to me.

During the interview you pointed out that you require someone who is comfortable working in a demanding environment as the clinic receives more than 100 patients per day during peak times. During my Externship at XYZ Family Clinic, I gained a great deal of experience working for two specialists, each of whom saw an average of more than 35 patients per day, and I interviewed most of the patients prior to their specialist consultation. I feel that my experience, combined with my excellent results on the RMA exam, have given me the background needed to meet your high standards.

If you have any further questions for me, please do not hesitate to call or email me. Otherwise, I look forward to hearing from you.

Sincerely,

Jane Smith, RMA

(555)555-5555

janesmith@gmail.com