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## Sample Cover Letter for Professional Medical Assistant (on paper)

Ms. Jane Smith  
1234 Atlantic Highway  
Atlantic City, NJ 01234  
Phone: 609-123-4567  
[Jane.Smith@email.com](mailto:Jane.Smith@email.com)

November 11, 2013

Robert Harris, MD  
563 College Drive  
Manahawkin, NJ 56780

Dear Dr. Harris:

Please accept my application for the Medical Assistant position advertised in *The Press of Atlantic City*, on November 10, 2013. My resume is enclosed for your review.

I am a recent graduate of the Harris School of Business 900-hour Professional Medical Assistant Program. At Harris, I was fully trained to enter the medical profession, and I successfully completed a 180-hour clinical externship at the practice of Dr. Benjamin in Seabreeze, New Jersey. If you would like to review the evaluation I received from Dr. Benjamin, I would be pleased to provide it along with my transcript from the Harris School.

If you would be kind enough to grant me the opportunity to meet with you, I will answer any questions you may have of me.

I look forward to hearing from you, and will call you next Monday to ask if we may arrange a time to meet in person.

Thank you for your consideration.

Sincerely,

(Sign)

Jane Smith

### Harris School of Business

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