Medical Administrative Assistant Cover Letter

Cover Letter Template — MyCoverLetters.com

[Your Name]
[Your Address]
[City, State ZIP]
[Your Email] | [Your Phone]

[Date]

[Hiring Manager Name]
[Practice/Hospital Name]
[Address]

Dear [Hiring Manager Name],

I am interested in the [Job Title] position at [Practice/Hospital Name]. With [X years] of experience in medical office administration, I bring a strong combination of organizational skills, healthcare knowledge, and patient-focused communication.

At [Current Employer], I manage scheduling for [number] providers, coordinate patient intake, process insurance verifications, and maintain accurate medical records using [EHR system such as Epic, Cerner, or Athenahealth]. I take pride in creating a welcoming environment for patients while ensuring smooth office operations.

I am drawn to [Practice/Hospital Name] because of [specific reason — reputation, specialty focus, patient population]. My familiarity with [relevant skills such as medical terminology, HIPAA compliance, billing codes] makes me well-suited to support your team effectively.

I look forward to discussing how my experience can benefit your practice. Thank you for your consideration.

Sincerely,
[Your Name]