

January 11, 2021

Preston Donald

Hiring Manager
Dignity Health
(111) 222-3344
pdonald@dignityhealth.com

Dear Mr. Donald,

My nomination for an American Association of Medical Assistants Excel Award in 2020 was the proudest achievement of my career. I believe that my dedication to patient care and dignity, outstanding communication skills, and comprehensive clinical knowledge earned me this honor. I hope that these skills will make me a valuable asset to Dignity Health as a medical assistant.

With eight years of experience providing high-quality care to patients, I am drawn to Dignity Health's patient-centered ethos and mission to provide outstanding healthcare for all. I believe that my skills and experience can support the organization in achieving this goal. My most important achievements include:

- Creating a new supplies inventory system that cut waste by 57%
- Designing and delivering an education program to empower patients and improve communication with healthcare professionals
- Streamlining the appointment booking system to reduce scheduling time by 60%

I'd like to schedule a meeting with you to discuss how my broad experience and strong work ethic can ensure outstanding care for your patients. Please let me know what time and date are convenient for you.

Sincerely,

(Insert Signature Here)

P.S. I would love to explain how I received 98% satisfaction ratings for patient care duties.

Bryce Pena