Charles Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

21st June 2014

Dear Ms Graham,

I saw your advert for a Medical Assistant on the Dayjob.com website and am eager to apply for the position.

After reading the job description, and seeing an inventory of all the duties, responsibilities and qualifications required from candidates, I quickly realised that they precisely matched by abilities.

As a proven Medical Assistant, I possess all of those skills that you are looking for in a candidate. Chief amongst these is my ability to assist nursing teams in performing routine nursing duties associated with caring for patients. With a passion for healthcare, I will have no problem performing all my clinical duties to the highest standards. I addition to this I have a successful track record of patient care management and keeping accurate administrative records.

With my present employer, Adams Hospital, I have a reputation for being able to work under pressure and for managing a diverse group of patients. During my time with them I have gained in-depth knowledge of key areas such as treatments plans, patient’s rights and infection controls.

I strive to build an environment where physicians and healthcare workers can deliver the best in medical care to patients.

On a personal level, I am someone who has the required hearing, vision and physical stamina needed to do her job competently. I can demonstrate competency in all skills related to the performance of patient care.

Right now I am keen to work for a company like yours that has an extensive list of awards and distinctions. To this end I very much hope that you will look favourably upon my application, and I eagerly await to hear back from you.

Yours sincerely,

Name  
Address 1  
Address 2  
Tel: 0044 121 638 0026