

123 Main Street
Campbells, KY 12345

October 25, 2012

Dr. Martin C. Lawrence
FAMILY HEALTH CARE
7899 Hawkins St.
Campbells, KY 12345

Dear Dr. Lawrence:

Misty Jones, the Office Director at the Campbells Clinic, informed me that you are looking for a Medical Assistant at your new Campbells office.

I have enclosed my resume for your consideration. During the past 12 years I have excelled in patient care and have also performed administrative duties in the healthcare industry.

I would appreciate an opportunity to visit with you and examine your operations. I will call you next week to make arrangements for a visit.

Thank you for your consideration.

Sincerely,

Karley Jansen