

PAULA LINDENHOFF

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Hiring Manager
A-Z Healthcare
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am applying for the **Medical Assistant** position at A-Z Healthcare, which was posted on Harper College's online job posting system. I believe my education and experience would allow me to successfully perform the responsibilities of this position.

As you can see from my resume, I am currently in the process of obtaining a Medical Assistant Certificate from Harper College. Upon completion of this program, I will be pursuing credentials as a Certified Medical Assistant through the American Association of Medical Assistants. My qualifications include:

- Working directly with patients in a confidential setting collecting medical histories, assisting with exams and medical procedures and learning patient triage
- Knowledge of medical terminology
- Familiar with health care technology systems and experience documenting information in electronic medical record system
- Knowledge of billing procedures and experience performing administrative tasks
- Fluent in Spanish and English

I would welcome the opportunity to work for A-Z Healthcare, whose mission is providing compassionate, holistic care to their patients. I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Kindest Regards,

Paula Lindenhoff