

The position of medical assistant

[Health & Medicine](#)



I am a competent record keeper, with excellent clerical and administrative skills. I have also assisted my employer with his official communication both with business associates and clients.

Kindly refer to my attached resume for a more detailed listing of my work experience relevant to the position I am applying for. I am looking forward to discussing my application further with you at your most convenient time. You may contact me in through my mobile phone at 0912367854 or via email at applicant@jobs. net. I will also follow up with your company next Tuesday via phone call regarding my application.

Sincerely,