

# Brianna Kramer

(217) 555-0123    [brianna.kramer@email.com](mailto:brianna.kramer@email.com)    [linkedin.com/in/briannakramer](https://www.linkedin.com/in/briannakramer)

123 Maple Street, Springfield, IL 62704

JULY 08, 2026

Hiring Manager  
Springfield Health Services  
Springfield Health Services  
Springfield, IL

Dear Hiring Manager,

I am excited to submit my application for the Certified Medical Assistant position at Springfield Health Services, a role that harmonizes with my extensive experience in direct patient assistance and administrative support in high-pressure clinical settings.

In the course of my career, I have immersed myself in dynamic healthcare environments, meticulously managing medical records while demonstrating unwavering dedication to patient care and satisfaction.

During my tenure as a Medical Assistant Intern, I collaborated closely with a diverse healthcare team, diligently capturing detailed patient histories that contributed to precise medical recordkeeping, thus enhancing efficiency and patient outcomes.

As I reflect on my path, there were moments of uncertainty balancing clerical and clinical tasks, yet each challenge galvanized my resolve to enhance my capabilities and serve patients better.

Furthermore, my commitment to continuous improvement is evidenced through my recent achievements; I have effectively streamlined scheduling processes which significantly reduced patient wait times, thereby improving satisfaction ratings.

I am genuinely enthusiastic about the opportunity to contribute to Springfield Health Services, where I hope to leverage my background in patient care and administrative tasks, fostering a supportive environment that promotes both health and well-being.

Thank you for considering my application.

Sincerely,

*Brianna Kramer*

**Brianna Kramer**