

# Eleanor Hodges

## Front Office Medical Assistant

☎ (805) 555-1234

✉ eleanor.hodges@email.com

🌐 [linkedin.com/in/eleanorhodges](https://www.linkedin.com/in/eleanorhodges)

📍 123 Main Street, San Luis Obispo, CA 93401

JULY 08, 2026

Hiring Manager  
CareFirst Medical  
Buellton, CA

Dear Hiring Manager,

With great enthusiasm, I submit my application for the Front Office Medical Assistant position at CareFirst Medical, which I find particularly intriguing due to my experience and passion for patient care, along with my deep-rooted belief that effective administration can significantly enhance healthcare outcomes while fostering welcoming environments for patients.

At CareWell Clinic, my previous role allowed me to greet diverse patients daily while juggling appointment scheduling and ensuring meticulous entries in electronic health records (EHR), thereby sharpening my skills in both interpersonal relations and organizational management, contributing to a smoother clinic operation and enhancing patient satisfaction significantly.

In moments of challenge, such as during extremely busy hours, I learned to endure pressure, ensuring each patient felt valued and heard, reinforcing my commitment to a patient-centric approach while maintaining a collaborative spirit with my colleagues and embracing learning opportunities along the way.

This alignment with CareFirst Medical's values of compassion and efficiency profoundly resonates with me, and I am eager to further refine my skills and contribute positively to your dynamic team, ultimately ensuring every visitor to your clinic experiences unparalleled care and assistance.

Thank you for considering my application.

Sincerely,

*Eleanor Hodges*

**Eleanor Hodges**