



Elizabeth Richardson

Medical Assistant & Front Office Representative

📞 (630) 555-0123 ✉️ elizabeth.richardson@example.com

🌐 linkedin.com/in/elizabethrichardson 📍 123 Main St, Naperville, IL 60540

JULY 12, 2026

Hiring Manager
HealthFirst Dermatology
Elmhurst, IL

Dear Hiring Manager,

I am thrilled to express my interest in the Medical Assistant & Front Office Representative role at HealthFirst Dermatology. This opportunity aligns with my four years of robust experience in clinical settings. Throughout my career, I've sharpened my ability to manage patient interactions and contribute to an organized healthcare environment.

In my current position at HealthCare Solutions, I prepare patients for examinations while taking vital signs and maintaining thorough medical histories. This has enhanced patient satisfaction significantly. Education plays a pivotal part, as I explain treatment plans and post-procedure care, thus bridging the gap between providers and patients. Collaboration is vital, and I thrive in teamwork to improve service efficiency, fostering positive outcomes.

My accomplishments include improving office flow by implementing organized appointment scheduling while ensuring patient confidentiality in accordance with HIPAA. While I've faced challenges in handling high-volume days, my commitment to patient care motivates me. I enjoy creating welcoming environments, and I strive to help patients feel valued and cared for.

Moreover, my recent role also demanded flexibility as I navigated clinical and front office responsibilities. This versatility has allowed me to build strong relationships with both colleagues and patients. I am eager to bring my unique background in patient care and administrative support to your esteemed practice.

As I look forward to the opportunity to contribute my skills to HealthFirst Dermatology, I am curious about the culture and the team that makes it so exceptional. I passionately aim to merge my expertise to support your mission on delivering the highest quality of care.

Thank you for considering my application.

Sincerely,

Elizabeth Richara

Elizabeth Richardson