Dear Ms. Baca:

As a skilled Physician Assistant with experience providing critical support services to a wide variety of patients while leveraging detail-oriented administrative expertise, I am pleased to present the enclosed resume. My background supporting patient care positions me to substantially assist the medical office of Dr. Brock in meeting—and exceeding—its healthcare goals.

From leading evaluative consultations and performing diagnostic tests to ordering and interpreting lab results and optimizing medical office operations, my experience in coordinating patient services and enhancing client satisfaction positions me to excel in this role.

Highlights of my experience include the following:

* Utilizing comprehensive knowledge of medical conditions and services to assist in delivering medication and treatment guidelines to patients.
* Communicating between doctors, pharmacists, and laboratory staff to ensure appropriate and necessary patient treatment plans.
* Accurately documenting patient information and communicating with ancillary staff.
* Performing an array of administrative tasks including records management and prescription order submission.
* Interacting with patients to manage expectations and ensure continuity of care.

With my expertise in supporting care and treatment for a variety of patient types, I am confident that I can greatly contribute to your practice. Additionally, my innate sense of superior responsibility and punctuality will render me an immediate asset to your team. I look forward to discussing this opportunity and my qualifications in more detail. Thank you for your consideration; I look forward to hearing from you.

Sincerely,  
Jessica P. Mayfield