

To whom it may concern,

Please accept this cover letter and attached resume for the medical assistant position. As a certified medical assistant (CMA) I have the education and practical experience required to be an excellent candidate for this position.

After completing my medical assistant certificate program, I obtained my designation as a certified medical assistant (CMA) through the National Healthcare Association (NHA). This designation is proof of my commitment to health care and continuing any education requirement to keep myself up to date on laboratory procedures and technology.

I have excellent data entry skills having worked on various computer systems, including being certified in Adobe CC. I understand the importance of protecting patient data and following data safety procedures to keep the laboratory in compliance with all of the HIPPA requirements.

As a strong written and oral communicator, fluent in ASL (American Sign Language) I'm able to efficiently relay information to superiors in a fast-paced environment, I adapt well to any environment.

As an entry-level certified medical assistant, I am looking for an opportunity with potential for growth where I can contribute my knowledge and experience with providing quality patient care. I look forward to having the opportunity to discuss my fit in your team. I hope to hear from you soon.

Sincerely,

Joleen Robertson CMA, PCT, EKG, CPT

**Joleen Robertson CMA, PCT, EKG, CPT**  
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**Objective:**

Deliver compassionate and quality healthcare through an employment opportunity.

**Education:**

Starlight Medical

August 2019

Penn Foster High School

June 2018 - November 2018

**Certifications:**

BLS – for health care provider (CPR-AED)

CPR

CPT (Phlebotomy)

Cardiovascular Technician (EKG)

PCT

CMA

**Experience:**

**Skills:**

- Capable of administering intramuscular and intravenous injections.
- Taking vital signs and interacting with patients.
- Understanding laboratory tests and medical terminology.
- Able to identify all heart arrhythmias, pacemaker tracings, and emergency cardiac rhythms.
- Have a well-working knowledge of the ECG machine.
- Proficient in monitoring 12-lead and ambulatory ECG tracings.
- Able to carry out capillary, dermal and venipuncture punctures including pediatrics.
- Trained to appropriately and accurately identify, label and transporting blood specimens.
- Hands-on experience in setting up and operating automated centrifuge machines.
- Familiar with blood collecting equipment and infection control methods.

**References Upon Request!**