Thomas Jones

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DEAR MR. JOHNSON,

Please consider me an applicant for a part-time medical assistant position in your assisted living facility. We toured your facility on March 15, 2020 and the tour guide stated that you are looking to fill several medical assistant positions within your organization.

The opportunity to work in the medical field is something I look forward to and enjoy. During my time at the LISD TECH Center, the instruction I received has prepared me with a basic understanding of nursing principles. I have explored various medical topics including Dean Vaughn medical terminology, patient rights, CPR, and anatomy and physiology. I also completed 3 rotations of clinical experiences in the ProMedica Bixby Hospital Surgery Department, Brookdale Senior Living, and Daybreak Adult Daycare Services. I am proficient in taking vital signs of patients and received my basic first aid and infant/child and adult CPR certification.

May I have an opportunity to meet with you to discuss my qualifications? Please contact me at (517) 456-8546 any time after 3 p.m. to arrange an interview. Thank you for your consideration.

YOURS SINCERELY,

THOMAS JONES

Chris Johnson, Hiring Director

Glacier Hills Assisted Living

1234 S. Westwood St

Ann Arbor, MI 49239

15 May 2020