

Your Name  
Your Address  
City, State Zip  
Phone Contact  
[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Date

Name of Addressee, Title  
Company  
Street/Mailing Address  
City, State Zip

Dear Mr./Mrs./Mrs.,

I am currently seeking a part time position in healthcare as a medical assistant while I complete my requirements for a nursing degree from Perimeter University, where I have one more year before I graduate.

As you can see from my attached resume, I have several successful tenures with doctors' offices and clinics in the Santa Fe area, and I would like to join another reputable practice as I finish my studies.

Currently, my course load includes both clinical study and classwork, so I would be available for 4-6 hour shifts either in the morning or afternoon, or on weekends if necessary.

Thank you for your consideration and I look forward to speaking with you in a few days to arrange a convenient time for us to meet.

Sincerely,