**Your Name**

384 West 94th Street, Apt. 2B

New York, NY 10025

Tel: 212-555-2838; E-mail: yourname@hotmail.com

September 17, 2017

Ms. Yukiko Posey

Director of Human Resources

Rose Medical Associates

438 West 23rd Street

Suite 76

New York, NY 10011

Dear Ms. Posey:

Thank you for speaking with me yesterday about the opening for the medical office manager position at Rose Medical Associates. I am impressed by the range of clinical services you offer and the professionalism of your staff, and I enjoyed the opportunity to learn more about your plans for expanding your practice. I hope you will give me the opportunity to put my skills and enthusiasm to work for Rose Medical Associates.

As you requested, I am enclosing copies of three fact sheets I created in my current position as medical assistant at the Chelsea Pediatric Practice. These samples highlight my communication and word processing skills.

If you have any questions regarding my qualifications for the position of medical office manager, please contact me. I am happy to provide further information.

Sincerely,

Your Name

Enclosures (3)