

CAROL ALVAREZ
663 Peach Street
Novato, CA 94945
415-261-3005

August 10, 2010

Kaiser Hospital
123 Apple Street
Novato, CA 94945

Dear Recruiter:

I am writing in response to your ad listed on CareerBuilder.com regarding the Medical Assistant position. As you'll see on my enclosed resume, I have the educational background, professional experience, and track record for which you are searching. In addition, I am motivated and enthusiastic.

I have exceptional computer skills and great many years of experience in dealing with a wide variety of customers, patients, and associates. Specifically, I am proficient with Microsoft Office Suite, as well as various database systems, and more. I am well organized, detail oriented and able to prioritize effectively to manage conflicting demands. I am also known for my ability to build a good rapport with patients and associates quickly and easily.

I can promise that meeting with me will not be a waste of your time—and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,

Carol Alvarez