1010 N. Rim

Houston, TX 77084

281.555.2222

March 1, 2010

Cooksey Organization

Attn: Hiring Manager

7377 Main

Houston, Texas 77084

**RE**: **Medical Assistant/Medical Front Office Position**

Dear Sir/Madam:

Enclosed please find my resume for your review and consideration for the Medical Assistant/Medical Office position that your organization has available. I believe my experience and education make me an ideal candidate for this position. I recently was enrolled in and completed the Medical Assistant/Medical Office Specialist program at Arlington Career Institute. I am nationally certified as a Medical Assistant/Certified Medical Administrative Assistant. I am flexible and desire to continue on my new career path.

With over five years of administrative work, I am organized, efficient, detail oriented, and conscientious. I have excellent verbal and written communication skills and am computer literate. I am a quick learner and able to work independently and in a team environment. My background also includes extensive experience in sales.

I am interested in meeting with you to discuss my qualifications in an interview at your convenience. Thank you for your time and consideration. You can reach me at 888-7770-6666 between 8 a.m. and 5 p.m. and via email at lkeene@anymail.com.

Regards,

Laura M. Keene

Enclosure: Resume