Helene Carter Health Center Vincent Paul
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3 July, 2020
Application for the position of a Physician Assistant

Dear Ms. Florence:

As a performance-driven and dedicated Physician Assistant with experience with strong attention to detail, exceptional communication, and leadership skills, I am pleased to present the enclosed resume.

With my Physician Assistant role at New Life Medical Center, I examined, diagnosed, and counseled about 50 patients each day. My goal was to appropriately treat any acute conditions while educating my patients and their families to promote comprehensive wellness and maintain chronic illness treatment. To ensure all patient needs were met, I coordinated with the physician and health care staff while making referrals for additional intervention when necessary.

From leading evaluative consultations and performing diagnostic tests to ordering and interpreting lab results and optimizing medical office operations, my experience in coordinating patient services and enhancing client satisfaction positions me to excel in this role.

The following are Highlights of my experience:

* Prescribe medications and suggest lifestyle changes to patients to remedy medical problems.
* Stitching wounds and setting bones.
* Administering immunizations.
* Accurately documenting patient information and provide documentation for insurance companies.
* Performing an array of administrative tasks including records management and prescription order submission.
* Interacting with patients to manage expectations and ensure continuity of care.

With my expertise in supporting care and treatment for a variety of patient types, I am confident that I can greatly contribute to your practice. Additionally, my innate sense of superior responsibility and punctuality will render me an immediate asset to your team. I look forward to discussing this opportunity and my qualifications in more detail. Thank you for your consideration; I look forward to hearing from you.

Faithfully,
Vincent Paul