To Whom It May Concern

Re: Job # MEDICAL OFFICE ASSISTANT (151596)

I am writing in reference to the Medical Office Assistant position.

In 2000, I received a BS degree in Information Systems Management. I've since spent the past 15 years working in office environments as a software engineer helping the US in battlefields far ashore.

Although I already have a BS degree in Information Systems Management, I'm currently a student working on a degree in Health Information Management with a GPA = 3.5. I am approximately 30 credits shy of graduation.

I’m in a position to transition to a full-time employee and part-time student. I’d like to put my knowledge gained from professional work experience to use in the medical field to gain experience in medical/health information.

Please read my uploaded resume to get a summary of my work experience and how it applies to this position.

I have an excellent track record as a dedicated and dependable employee. I believe I can be an asset to your company as you endeavor to manage various health data to make it more useful to your organization or to your customers/clients.

I can be reached at 301-938-4779 and [pegblaine@yahoo.com](mailto:pegblaine@yahoo.com). I look forward to hearing from you.

Regards,

Margaret Blaine