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To Whom It May Concern,

I recently viewed your website for the various positions that are available and I am interested in applying for the opportunity in your company. Throughout the years I have been challenged and developed to becoming a dedicated professional. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position. I attended Camden County College and majored in the Medical Office Administration Program. I’m certified as a Medical Administrative Assistant (CMAA) and a Billing and Coding Specialist (CBCS), with these certifications this will provide me with the ideal opportunity to expand my skills.

I had the opportunity to work in the Optometry field in which I specialized in being an optometric technician performing various eye exams on patients, entering patient information into Electronic Health Record, and assisting the doctor during patient exam.  I am seeking to complement my previous work experience with additional education to seek a position with a prestigious organization like yours.

The high standards of your company are well known and it would be a privilege to be able to contribute to your organization as a member of your staff. Please find enclosed my resume. I look forward to meeting with you to discuss your company’s goals and how I can help you meet them.

Sincerely yours,

LaToyia Joyner

Enclosure: Resume