

Lettre de Motivation - Secrétaire Médicale

[NOM ET PRÉNOM]
[N° DE TÉLÉPHONE / MAIL]
[LIEU DE RÉSIDENCE]
[SI VOUS ÊTES VÉHICULÉE OU NON]

[NOM DU RECRUTEUR]
[NOM DE L'ENTREPRISE]
[COORDONNÉES]

À [LIEU], le [DATE]

Objet : Candidature au poste de secrétaire médicale pour le cabinet/hôpital [précisez]

Madame, Monsieur, [adaptez et précisez le nom de famille si connu]

Je suis secrétaire médicale depuis dix ans et pourtant lire votre proposition d'emploi m'a donné l'impression d'être jeune diplômée ! Tous vos critères sont motivants et c'est avec une sincère joie que je me porte candidate aujourd'hui.

J'ai démarré mon expérience professionnelle par un emploi de six ans au sein de l'hôpital [précisez le nom] où j'avais réalisé mon stage d'études. J'y ai acquis un grand sens de l'organisation et une rigueur à toute épreuve ! Les journées étaient chargées mais passionnantes.

Après ces six années, j'ai obtenu un poste similaire au sein d'un cabinet. Ce dernier avait l'avantage de me rapprocher de ma maison et de mes enfants. Ces derniers étant grands, je peux à nouveau m'éloigner et toucher un univers qui me plaît énormément : le vôtre [précisez]. En effet, je suis vos actualités depuis de longues années et j'aimerais participer à l'essor de ce secteur et à la réalisation de la mission que vous vous êtes donnés.

Durant mon premier congé maternité, j'ai pris le temps d'échanger avec un psychologue afin de mieux me connaître. Il m'a révélé que ce métier de secrétaire médicale m'était parfaitement adapté. Mon empathie, mon goût pour l'autre, font que j'aime passionnément ce travail. J'aime apporter de la joie chez les autres, par un sourire, un mot aimable, par une présence seulement. Je suis également une personne extrêmement organisée, j'apprécie le travail bien fait et conduit à terme.

Enfin, je suis actuellement disponible et prête à vous rencontrer pour vous convaincre de ma motivation et de mes capacités lors d'un entretien que vous voudrez bien m'accorder.

Dans cet espoir, je vous prie de recevoir mes respectueuses salutations.

[NOM, PRÉNOM ET SIGNATURE]

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