

Thomas Andrew
10 Street Name
Town name - zip
555-555-5555
email@email.com

September 1, 2018

Jonathon Dubly
Hiring Manager
Company Name
Company address
State - zip

Dear Mr. Dubly,

I was thrilled to see your ad for an occupational therapist at Company Name. I'm a licensed occupational therapist with five years of experience providing excellent care to patients ranging from toddlers to mature adults. I'd love to put my skills to work for your clinic.

In reference to your requirements in the job description, I have:

- Experience assessing patients' fine motor and sensory skills
- Practical knowledge of creating and implementing care plans
- Effective communication skills, both oral and written
- Excellent organization and multitasking skills
- A proven track record of compassionate, effective care
- CPR certification

I'd appreciate the opportunity to discuss the position and your needs for the role. Please contact me at your convenience and let me know how I can help you.

Best,

Thomas Andrew (signature hard copy letter)