Victoria Hernandez

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July 20, 2020

James Smith

Hiring Manager

Citytown Therapy

35 Oak Avenue

Citytown, IL 60416

Dear Mr. Smith,

I was thrilled to see your ad for an occupational therapist at Citytown Therapy. 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,

*Victoria Hernandez* (signature hard copy letter)

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