




Short Cover Letter Example

Occupational therapist

 (123) 456-789

 frank@gmail.com

 123 Main Street, NY

18 Apr, 2024

Kenneth Warner
53537 Carlos Branch Apt. 400
Martinezborough, VA 54543
+1-406-027-5144x199
xthomas@gmail.com

Dear [Mr./Mx./Ms.] Kenneth Warner,

I'm thrilled to be writing to you to apply for the Occupational therapist position that Archer, Delgado and Rogers is advertising on LinkedIn.

I know this position requires strong leadership and communication skills. I grew into an effective leader and communicator as President of the Tubman High School Debate Team, and this makes me the perfect fit for this role.

I am confident the skills I honed in previous positions have prepared me for this opportunity with your firm. Please feel free to reach out to me for an interview at (123) 456-789 or frank@gmail.com

Sincerely,

Frank Andrade