**Joy Adler**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mrs. Rebecca White

XYZ Rehabilitation Center

Street Address, City, State, Zip

**Re: Occupational Therapist Position**

Dear Mrs. White,

My neighbor, Donna Williams, informed me that your facility is in need of an occupational therapist to assist clients in reclaiming mobility lost through medical trauma.

As I’ve noted on my attached resume, I have 13 years of experience in the field. I’ve earned a Masters in Occupational Therapy and a Bachelors of Science in Psychology.

I love my work, my patients, and how I help them almost come back to life – to once again have independence and a positive attitude toward their future. My contributions in this area include:

* Evaluating patients – their history, current physical condition, and what condition they would like to be in upon discharge
* Planning and executing treatment in order to achieve goals
* Educating patients and family members how to maximize treatment and avoid setbacks
* Documenting each patient’s progress and producing reports when needed

It would be my pleasure to meet you personally to discuss my qualifications further and hear about your patients and rehabilitative center.

Please be in touch with me at the above contact information.

Looking forward to meeting you,

Joy Adler

**Enclosure: Resume**