***Dan Quarterback***

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555 M: 333-333-33333 ⬩ [Email Address]**

**Today’s date**

Mrs. Rebecca White

XYZ Center

Street Address, City, State, Zip

**Re: Physical Therapist Position**

Dear Mrs. White,   
I am writing in response to your ad in the PT Times concerning an opening for a physical therapist at your facility.

As you see from my attached resume, I have 11 years of experience working with patients of all ages, including a number of professional sports figures whose return to full functioning at the soonest possible time was of the utmost importance.

My modus operandi includes the following steps:

* A thorough interview and examination of the patient to determine the underlying problems which need to be addressed
* Creating individualized treatment programs for each patient
* Providing treatment, exercises, and education
* Keeping records of patient progress and providing documentation if needed for employment (or unemployment benefits)
* Designed fitness programs for patients who, after recovery, wished to prevent future injury

I am interested in meeting you and your staff to discuss the position further.

Please be touch with me at 999-777-5555 or at [your email address].

Sincerely,

Dan Quarterback

**Attachment: Resume**