

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover letter for the post of an optometrist

Dear Mr. or Mrs. or Ms. HR Manager,

This letter is written by me in reference to the ad posted by [mention the name of the organization] in [mention the name of the job portal] regarding the vacancy of an optometrist. I am very much interested in this role at your famed organization and so I am applying for it. I possess all the necessary experience, abilities, and educational qualifications to perform well in this role.

After obtaining a [mention the degree] from [mention the name of the educational institution], I further gained an extra [mention the name of the course certificate] from [mention the name of the academic institution]. As a smart, sincere, and diligent student, I was always liked by my educators.

Prior to my application here, I worked at [mention the name of the organization] as an optometrist, and being there; my job responsibilities included advising patients on the correct eye care techniques, prescribing contact lenses, eyeglasses, and medications, diagnosing defects of the eye like glaucoma, astigmatism, myopia, performing comprehensive vision and eye tests, teaching patients on how to use and maintain their contact lenses, referring ophthalmologists and eye doctors in case of severe eye injuries or when patients needed to undergo surgeries.

I have the ability to explain complex medical terms calmly and simply, hands-on experience with eye examination tools like tonometer and ophthalmoscope, and I can give the necessary attention to detail.

Kindly hire me for this role so that I can make a fair contribution to the success and growth of the organization.

Thank you for your time, patience, and consideration.

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]