

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: Occupational Therapist Cover Letter

Dear Mr. or Mrs. or Miss HR Manager,

Right after watching the advertisement, I couldn't hold my excitement as I was looking for this opportunity of applying for the post of OT assistant in your reputed hospital. I am confident enough that the skills and qualifications I possess are enough to fulfill all the requirements for filling this position. I am very eager to boot all of my past experience to work in your repetit hospital.

Previously I have been working as an operation theater assistant for the past six years, and I have an in-depth experience in this field in all of possible aspects, from preparing the operating room for different kinds of surgeries to assisting surgeons all the work that I can do best. I am very passionate as well as dedicated to my work, and I take great pride inward in the best quality care to each and every patient of mine.

I always try to give the extra support they need to ensure that they always have a positive experience with me. I have experience working with a variety of surgeons which, includes vascular surgeons, plastic surgeons, and general surgeons as well. In my past experience, I have learned how to work efficiently and work very quickly under pressure. I know how to prioritize each task so that the theater is always ready for the next surgery. I have the ability to communicate effectively with each and every member of the operation theater including the surgeons as well.

My resume is hereby attached to this application, and I hope you will get back to me as soon as possible. I am really looking forward to it.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post no to be given]