

# Raymond Ortiz

123 Bedford Avenue, New York, NY 12345   you@email@example.com   (123) 456-7890

Monday, April 18, 2022

## Ms. Meiling Li

Hiring Manager  
Thomas Jefferson University Hospital  
(123) 456-7890  
email@example.com

Dear Ms. Li:

In my current role as an occupational therapist for NY-Presbyterian Hospital, I've been praised for outstanding efficiency and focus on patient outcomes. I hope to bring that same level of performance to the new OT job opening at Thomas Jefferson University Hospital.

Your job posting intrigued me as I'd love to support your goal of helping patients make a smooth and positive return to daily life. This is the work I've found most engaging and rewarding through my seven years of experience as an OT at both NY-Presbyterian and Tisch Hospital.

Below are four more of my key strengths and qualifications:

- Consult closely with patients to define their personal goals for regaining mobility and resuming daily work and life activities
- Collaborate with physical therapists to help determine and recommend the next phase of each patient's recovery, drawing on a broad knowledge of available rehab, home health, and other services
- Adept at planning successful discharges based on a thorough evaluation of health and safety factors at patients' homes and workplaces
- Master's Degree in Occupational Therapy from Columbia University

I would welcome the chance to discuss my skills further. Please call or email me to arrange an interview. I will follow up with you soon to confirm that you received my resume and see if you have any initial questions.

Thank you very much for your time and consideration.

Sincerely,

*(Insert Signature Here)*

**Raymond Ortiz**