

# KATE PAYTON

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May 9, 2008

Hiring Agent, Title  
Company Name  
Address

Dear Hiring Manager:

As a competent occupational therapist with extensive experience working with children in school settings, I believe I am someone who will be an asset to your staff. With solid skills and a proven record of success in assessing children's OT needs and developing and executing targeted treatment plans, I would like to consider putting my talents and experience to work for you.

As you can see from my enclosed résumé, my background includes more than eight years of experience as an occupational therapist. For the last six years, however, my work has been exclusively with students from age three and up. Providing services in both public school districts and special needs schools during this time, I have addressed and treated a broad range of needs while accumulating a wealth of knowledge and expertise. Indicative of my success, I have received frequent praise from teachers and parents alike for both my therapeutic skills and my cooperative approach. As a result, I have enjoyed the benefit of repeat, long-term assignments.

Among the keys to my success, my strengths include solid training and up-to-date therapeutic skills. In addition, I offer an independent nature, exceptional creativity in adapting equipment and modifying environmental factors, and excellent communication skills. Known for the ability to build an easy rapport with others, I work exceptionally well with teachers and am valued for my flexible, accommodating style. However, I believe the trait that sets me apart is my unsurpassed commitment to service. Truly motivated to help students reach goals and objectives, I am relentless in approach and quick to do what I think best serves student needs. In this vein, I pride myself on my availability and ready accessibility to both teachers and parents.

With this combination of skills and traits, I have proven to be a valued resource in the past. With the track record I offer, you can be confident that I will be an asset to you as well. Therefore, I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Please feel free to contact me at the address and phone number listed above to arrange a meeting.

Thank you for your consideration.

Sincerely,

Kate Payton

Enclosure