SAMPLE COVER LETTER

You may format the header to match your resume.

John Smith
111 Main St
Phoenix, AZ 85000
(602) 781-5555
yourname@email.com

April 24, 2011

Ms. Samantha Jones
Physical Therapy Dept.
Company Name
102 S. Central Ave
Phoenix, AZ 85000

Re: Physical Therapist Assistant position

Dear Ms. Jones

I am applying for the Physical Therapist Assistant (PTA) position at Banner Baywood Hospital as advertised on your hospital website on February 28, 2011.

Currently, I am a student in the Physical Therapy Assistant (PTA) program at Maricopa Community College with an expected graduation date of May 2011, and I believe that my experience and education will be an asset to your physical therapy department because:

- I will be eligible to take the National Physical therapy Exam for PTA on June 5, 2011
- I have over 900 hours of clinical experience
- I have over one year's experience as a physical therapy aide and over 80 observation/volunteer hours
- As a healthcare provider, I am dedicated to helping the patients achieve their goal in a timely fashion
- My previous work experience reflects a self-starter attitude and willingness to work as a team player

I am looking forward to meeting with you to further discuss this work opportunity. At your convenience, you can contact me at (602) 123-4567 or via email at myemail@email.com

Sincerely,

John Smith

Attached: Resume

Phoenix College
Career Services