

February 7, 2015

Your Name
705 N Killingsworth St.
Portland, OR 97217

Mr. John Q. Employer, COMT
Ophthalmology Department
Casey Eye Institute
Sam Jackson Parkway Suite 200
Portland, OR 97210

Dear Mr. Employer,

I am writing you in regards to a position you had posted on the Internet for a qualified Ophthalmic Medical Technician. I have just completed a two-year Ophthalmic Medical Tech. program from Portland Community College where I maintained a 3.0 grade point average and made dean's/ president's list three times.

Mr. Employer I have had the opportunity to work briefly at Casey as a volunteer, once in your low vision department and once in your Ophthalmology department where I spent a total of nine months. I really enjoyed your staff and have the utmost respect for the work you do there for the indigent and the uninsured public. When I think of fair healthcare and places I would enjoy being employed I think of Devers. I believe I would be a great benefit your team. My most recent position for the last four years as an Optician has taught me how to demonstrate patience, flexibility, great multitasking skills and how to problem solve on a moment's notice.

Having done four three-month ophthalmic clinical rotations this year and will graduate in mid- June. I believe that I have demonstrated to those clinics that my public relations skills as well as my technical skills are defiantly entry level or beyond and I hope to have an opportunity to discuss my qualifications in more detail with you.

Feel free to contact me any time on my cell phone (503) XXX-XXXX or my home phone (503) XXX-XXXX. Please feel free to call me with any questions you may have or for references you wish to contact. Thank you for your time.

Sincerely,

Name
Enclosure