

000 Xxxx Axxxx  
Xxxxx, Maryland 20000  
Cell phone-300-000-0000

October 30, 20xx

Dr. Xxxxx A. Xxxxx  
Lifetime Xxxxx Xxxx  
Xxx Xxxxxx Street  
Xxxxxx, Maryland 20000

Dear Dr. Xxxxx:

I would like to begin by stating my genuine interest in fulfilling the available optician position within your private practice. My previous internships with you and experience in biology provide the sort of "hands on" skill and necessary background to excel in the field of optometry. I am excited at the opportunity to return home and continue learning from a professional, such as yourself, who can teach me the tools for success and excellence. While contributing to the practice, I hope to gain a better understanding of patient-doctor relations and apply them to my career in the future.

As an accelerated pre-optometry graduate with a B.S. in Biology, I feel confident to pursue work at your optometry office and become an irreplaceable asset to your team of employees. As outlined in my resume, I specifically aimed undergraduate research toward vision complications and diseases with an emphasis on detection and correction. To apply such research, by performing actual exams and engaging in pertinent problem solving, would be a huge advantage for optometry school next fall. I am very motivated and serious about this career choice and should I be given the chance, I will strive to enhance the efficiency of your highly reputable office and add to the overall goals of the business.

Since you have afforded me an internship recently, I am familiar with the general workings of the office but there is still much for me to learn and appreciate. I am eager to build on previous interactions with patients and study, in greater detail, the diagnostic techniques and applications used on a regular basis. I am excited to further my knowledge through shadowing and training with cutting edge technology. My academic background along with various responsibilities previously held in your office has enabled me to combine and intertwine interests in medicine and business. Your expertise and guidance would be critical components in my effort to continue on this path and achieve my dream of following in your footsteps and becoming a Doctor of Optometry.

In conclusion, I hope I have conveyed my enthusiasm and desire to work as a member of your staff. The chance to apply myself in this field of medicine and learn from your office of hard working professionals is thrilling to say the least. I welcome the opportunity to meet with you in the not too distant future and further review my qualifications. Please reach me at your convenience by way of phone or email listed above. I will follow-up this letter with a phone call later next week to arrange an appointment. Thank you very much for your time and consideration in this matter.

Sincerely,

Kxxxxx Lxxxx

Enclosure