

June , 2014

Angela Hayes-Spencer
Division of Human Resources
Administrative Employees Unit
65 Court Street, Room 501
Brooklyn, NY 11201

ATTENTION: OCCUPATIONAL THERAPIST

Re: Occupational Therapist Position

Dear Ms. Hayes-Spencer,

I am writing in response to your letter dated June 16, 2014 regarding appointment to the position of Occupational Therapist.

I am currently employed by the New York City Department of Education as an Occupational Therapist. Please be advised that I wish to continue my employment and to be considered for appointment to this position. In accordance with the directions in your letter, I have enclosed my resume and a completed and signed Administrative Employee Application Form.

Thank you.

Very truly yours,

Ms. Therapist, OTR/L