[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing to express my interest in the Psychology Assistant opening at your (Clinic Name). I believe that my training and experience closely match your requirements, and my qualifications with (Old Facility name) will make me an asset to your hospital.

My present workplace provided me with umpteen opportunities to serve in the capacity of a Psychology assistant. However, I would like to work in an organized mental health facility like (hiring Company name) wherein I would get a chance to meet the challenges that I am looking for in this role.

Let me highlight some of my accomplishments and qualifications –

* Great exposure to handling patient intakes, and performing initial psychological assessments, and received accolades for my spot-on analysis.
* Preparing case summaries and maintaining ongoing confidential records.
* Collaborating with physicians in screening and evaluating patients for psychotropic medications.
* Providing appropriate support to the member’s family, including explaining the treatment process, and post-care to be taken.

As an individual with exceptional communication skills, and insight, I have the ability to maintain excellent records and can monitor treatment plans, and determine when and where modifications are to be made. I am positive that my additional strengths will get readily transferred as I undertake the role of your next Psychology Assistant.

Thank you for your time and consideration. Please call (\*\*\*\*) to arrange an interview.

Sincerely,

[Your Name]

 **Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com**

**Robert Smith**

**Psychology Assistant**