

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Department Name, e.g., Rehabilitation Services]  
[Hospital/Facility Name]  
[Facility Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the Acute Care Occupational Therapy Assistant position at [Hospital Name]. As a Certified Occupational Therapy Assistant (COTA/L) with [Number] years of experience in [mention setting, e.g., inpatient rehabilitation or fast-paced clinical environments], I am eager to bring my skills in early mobilization and discharge planning to your acute care team.

During my time at [Previous Employer], I developed proficiency in treating patients with complex medical profiles, including [mention specific conditions, e.g., post-surgical, neurological, or cardiopulmonary cases]. I am adept at implementing treatment plans under the supervision of an OTR, prioritizing patient safety, and monitoring vitals during high-acuity interventions. My experience aligns with [Hospital Name]'s commitment to providing high-quality, patient-centered care.

Key qualifications I offer include:

- Expertise in ADL training and adaptive equipment recommendations within an acute timeframe.
- Strong collaborative skills working alongside multidisciplinary teams (RNs, PTs, Case Managers).
- Detailed documentation of patient progress and education provided to families/caregivers.
- Current [State] COTA License and BLS Certification.

I am impressed by [Hospital Name]'s reputation for [mention a specific hospital achievement or program] and would welcome the opportunity to discuss how my clinical background can contribute to your rehabilitation department. Thank you for your time and consideration.

Sincerely,

[Your Name]