

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Facility Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry-Level Certified Occupational Therapy Assistant position at [Facility Name]. As a recent graduate of [College Name]'s ACOTE-accredited Occupational Therapy Assistant program, I am eager to apply my clinical training and passion for pediatric intervention to support the developmental growth of your young clients.

During my Level II Fieldwork at [Fieldwork Site Name], I gained hands-on experience treating pediatric populations with diverse diagnoses, including [Diagnosis 1, e.g., Autism Spectrum Disorder], [Diagnosis 2, e.g., Sensory Processing Disorder], and [Diagnosis 3]. I assisted in implementing individualized treatment plans focused on [Skill, e.g., fine motor coordination], [Skill, e.g., activities of daily living], and [Skill, e.g., emotional regulation]. My approach prioritizes play-based therapy and family-centered care to ensure therapeutic goals are met in an engaging and sustainable manner.

I am particularly drawn to [Facility Name] because of your reputation for [specific aspect of the facility, e.g., collaborative multidisciplinary team or innovative sensory gym]. I am a proactive communicator, a dedicated collaborator, and I am committed to maintaining the highest standards of evidence-based practice and documentation.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and enthusiasm for pediatrics can contribute to the success of your therapy team.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]