

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile Link]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry-Level Occupational Therapy Assistant position at [Clinic Name], as advertised on [Platform]. As a recent graduate of [College Name]'s ACOTE-accredited OTA program and a newly certified COTA/L, I am eager to apply my clinical training and passion for outpatient rehabilitation to your esteemed clinical team.

During my Level II fieldwork at [Fieldwork Site Name], an outpatient setting, I gained hands-on experience treating a diverse patient population with orthopedic injuries, neurological conditions, and post-surgical recovery needs. I successfully managed a partial caseload, where I focused on implementing evidence-based interventions, documenting progress in [EMR Software Name], and collaborating closely with supervising OTRs to adjust treatment plans. My approach centers on patient-centered care and utilizing therapeutic activities that promote maximum functional independence.

What draws me to [Clinic Name] is your reputation for [mention a specific clinic specialty, e.g., hand therapy or geriatric wellness]. I am confident that my strong communication skills, ability to build rapport with patients, and commitment to lifelong learning will make me a valuable asset to your rehabilitation department. I am particularly skilled at creating adaptive equipment solutions and educating patients on home exercise programs to ensure continuity of care.

Thank you for your time and for considering my application. I have enclosed my resume for your review and look forward to the possibility of discussing how my skills and dedication align with the goals of [Clinic Name].

Sincerely,

[Your Signature]
[Your Printed Name], COTA/L