

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

[Date]

[Hiring Manager Name]
[Special Education Director / Principal]
[School District / Organization Name]
[Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the COTA position at [School District Name] as advertised on [Platform]. As a recent graduate of [University Name]'s Occupational Therapy Assistant program and a Certified Occupational Therapy Assistant, I am eager to apply my clinical training and passion for pediatric development to support the students within your district.

During my Level II Fieldwork at [Fieldwork Site Name], I gained hands-on experience working with students aged [Age Range] presenting with various diagnoses, including [Diagnosis 1, e.g., Autism Spectrum Disorder] and [Diagnosis 2, e.g., Sensory Processing Disorder]. Under the supervision of an OTR, I successfully implemented individualized intervention plans focused on improving fine motor skills, visual-motor integration, and self-regulation strategies to enhance classroom participation. I am proficient in documenting student progress and collaborating with teachers and multidisciplinary teams to adapt environments for student success.

I am particularly drawn to [School District Name] because of your commitment to [mention a specific district value or program, e.g., inclusive education/social-emotional learning]. I am confident that my ability to build rapport with children and my dedication to evidence-based practice will make me a valuable asset to your therapy team.

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

Sincerely,

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