

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name or "Hiring Manager"],

I am writing to express my interest in the Certified Occupational Therapy Assistant (COTA) position at [Facility Name], as advertised on [Source of Job Posting]. As a recent graduate of [Name of OTA Program] with a strong passion for geriatric rehabilitation, I am eager to contribute to your therapy team.

During my clinical fieldwork at [Clinical Site Name], I gained hands-on experience working with older adults managing [Specific Conditions, e.g., dementia, post-operative hip recovery, or stroke]. I assisted in implementing personalized treatment plans focused on ADL retraining, fall prevention, and cognitive stimulation. My approach prioritizes patient dignity and evidence-based interventions to improve the quality of life for the elderly population.

I am particularly drawn to [Facility Name] because of your reputation for [Specific aspect of the facility, e.g., patient-centered care or innovative memory care programs]. Having recently earned my [State] licensure and NBCOT certification, I am prepared to apply my knowledge of adaptive equipment and therapeutic activities to help your residents achieve their maximum level of independence.

Thank you for your time and consideration. I look forward to the possibility of discussing how my clinical training and dedication to senior care can benefit [Facility Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]