

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Hospital Name]

[Department Name]

[Hospital Address]

Dear [Hiring Manager Name/Selection Committee],

I am writing to express my strong interest in the Entry-Level Occupational Therapy Assistant position at [Hospital Name], as advertised on [Platform/Source]. Having recently completed my Associate of Applied Science in Occupational Therapy Assistant at [College Name] and obtained my [State] licensure, I am eager to apply my clinical training within your fast-paced hospital environment.

During my Level II Fieldwork at [Fieldwork Site Name], I gained hands-on experience in [e.g., acute care/inpatient rehabilitation]. I successfully managed a caseload of [Number] patients, focusing on [e.g., ADL retraining, transfer training, and therapeutic exercise]. I am proficient in documenting patient progress through [Specific EMR System, e.g., Epic or Cerner] and have developed a strong foundation in implementing treatment plans tailored to patients recovering from [e.g., orthopedic surgeries, neurological events, or cardiac procedures].

I am particularly drawn to [Hospital Name] because of your reputation for [e.g., interdisciplinary collaboration or specialized stroke center]. My clinical instructors have noted my ability to maintain patient safety while fostering a compassionate environment that encourages functional independence. I am confident that my commitment to evidence-based practice and my proactive approach to patient care will make me a valuable addition to your rehabilitation team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my clinical skills and enthusiasm for occupational therapy can support the recovery goals of your patients.

Sincerely,

[Your Signature - if sending by mail]

[Your Printed Name]