

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

[Date]

[Hiring Manager Name]  
[Facility Name]  
[Department of Occupational Therapy/Rehabilitation]  
[Street Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Certified Occupational Therapy Assistant (COTA) position at [Facility Name], as advertised on [Platform]. With my background in acute inpatient rehabilitation and my commitment to patient-centered care, I am eager to contribute to your multidisciplinary therapy team.

During my previous experience at [Previous Facility/Clinical Rotation], I gained significant experience working with patients recovering from [stroke, TBI, spinal cord injuries, or orthopedic surgeries]. I am proficient in implementing treatment plans that focus on ADL retraining, neuromuscular re-education, and the use of adaptive equipment. I pride myself on my ability to motivate patients during high-intensity recovery phases while maintaining meticulous documentation standards.

[Facility Name]'s reputation for [mention a specific program or clinical excellence] aligns with my professional goal of providing evidence-based, compassionate care. I am particularly skilled at collaborating with OTs, PTs, and nursing staff to ensure a seamless transition for patients from inpatient care to home environments.

I have enclosed my resume for your review and welcome the opportunity to discuss how my clinical skills and rapport-building abilities can benefit your rehabilitation department. Thank you for your time and consideration.

Sincerely,

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