

[Your Full Name]  
[Address, City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title]  
[Facility/Company Name]  
[Address, City, State, Zip Code]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my strong interest in the Occupational Therapy Assistant position at [Facility Name], as advertised on [Platform Name/Source]. As a recent graduate of [ACOTE-Accredited OTA Program Name] and a newly certified COTA, I am eager to apply my clinical training and passion for patient-centered care to your rehabilitation team.

During my Level II Fieldwork rotations at [Fieldwork Setting 1] and [Fieldwork Setting 2], I gained hands-on experience in [list 2-3 skills, e.g., ADL retraining, therapeutic exercise, and cognitive interventions]. I successfully managed a caseload of [Number] patients with diverse diagnoses including [list diagnoses, e.g., orthopedic injuries, neurological disorders, or geriatric conditions]. My approach focuses on evidence-based practice and collaborating closely with Occupational Therapists to implement effective intervention plans.

[Facility Name]'s reputation for [mention a specific company value, e.g., innovative pediatric care or compassionate geriatric rehabilitation] aligns perfectly with my professional goals. I am committed to maintaining high standards of documentation, adhering to HIPAA regulations, and fostering a positive therapeutic environment for all clients.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my clinical skills and enthusiasm can contribute to the success of your therapy department.

Sincerely,

[Your Name, COTA/L]