

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

[Date]

[Hiring Manager Name]  
[Clinic Name]  
[Clinic Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Occupational Therapy Assistant position at [Clinic Name], as advertised on [Where You Saw the Ad]. With my COTA certification and a deep passion for facilitating developmental milestones in children, I am eager to contribute to your multidisciplinary team.

During my experience at [Previous Clinic or Fieldwork Site], I assisted in implementing treatment plans for pediatric patients with [list specific conditions, e.g., Autism Spectrum Disorder, sensory processing disorders, or fine motor delays]. I am particularly skilled at creating engaging, play-based therapeutic activities that motivate children while achieving clinical goals. My approach focuses not only on the child but also on providing clear communication and education to families to ensure successful home programming.

I am impressed by [Clinic Name]'s commitment to [mention a specific clinic value, e.g., holistic care or sensory integration] and would welcome the opportunity to bring my skills in [mention a specific skill, e.g., adaptive equipment or social skills groups] to your practice.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background aligns with the needs of [Clinic Name].

Sincerely,

[Your Signature]

[Your Printed Name]