

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]

[Date]

[Hiring Manager Name]
[Facility/Organization Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Occupational Therapy Assistant position at [Facility Name] as advertised on [Platform/Source]. As a [Certified/Licensed] OTA with [Number] years of experience in [Clinical Setting, e.g., Pediatrics, Geriatrics, or Acute Care], I am eager to contribute to your rehabilitation team.

During my tenure at [Previous Employer], I successfully implemented treatment plans under the supervision of OTRs for a diverse patient population. My core competencies include:

- Assisting patients with ADLs and adaptive equipment training.
- Documenting patient progress and modifying interventions to achieve functional goals.
- Collaborating with multidisciplinary teams to ensure holistic patient care.
- [Mention a specific skill, such as splinting, sensory integration, or fall prevention].

I am particularly drawn to [Facility Name] because of your reputation for [Specific reason, e.g., patient-centered care or innovative stroke recovery programs]. I am confident that my clinical skills and compassionate approach make me a strong candidate for your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background can support the therapy goals at [Facility Name].

Sincerely,

[Your Signature]
[Your Printed Name]