

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Special Education Director/Principal Title]

[School District or Organization Name]

[Address]

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

I am writing to express my strong interest in the School-Based Occupational Therapist position at [School District Name] as advertised on [Platform/Website]. As a licensed Occupational Therapist with a background in [Pediatrics/Clinical Practice/Special Education], I am eager to apply my skills in supporting the functional independence and academic success of your students.

In my previous experience at [Previous Employer/Clinical Placement], I specialized in [mention 2-3 skills, e.g., sensory processing, fine motor development, or assistive technology]. I am well-versed in the IEP process, including conducting comprehensive evaluations, setting SMART goals, and collaborating with multidisciplinary teams to ensure students receive appropriate accommodations in the least restrictive environment.

I am particularly drawn to [School District Name] because of your commitment to [mention a specific program or district value]. I pride myself on my ability to build rapport with students, teachers, and parents to implement practical strategies that translate from the therapy room to the classroom.

Thank you for your time and consideration. I look forward to the possibility of discussing how my clinical expertise and passion for student development can contribute to the [School District Name] community.

Sincerely,

[Your Signature]

[Your Printed Name]

[Credentials: OTR/L, MSOT, etc.]