

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Occupational Therapy Assistant position at [Organization Name] as advertised [where you found the job listing]. With my education, experience, and passion for helping individuals improve their everyday functioning, I am excited about the opportunity to contribute to your team.

I graduated from [Your College/University] with a degree in [Your Degree] and completed my clinical training at [Placement Site], where I gained hands-on experience in assisting occupational therapists with patient evaluations and implementing treatment plans. My training has equipped me with the skills necessary to support patients of diverse backgrounds and needs, fostering their independence and enhancing their quality of life. In my previous role at [Previous Employer], I [briefly describe relevant experience or achievement]. This experience honed my abilities in [mention specific skills related to the job], and I am adept at documenting patient progress and collaborating with interdisciplinary teams to ensure comprehensive care.

I am drawn to [Organization Name] because of [mention something specific about the organization that resonates with you]. I am eager to bring my dedication and expertise in occupational therapy to your team and support your mission of [briefly mention the organization's mission or values].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your organization. Please find my resume attached for your review.

Sincerely,
[Your Name]