

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

Dear [Recipient's Name],

I am writing to introduce myself as a recent graduate from [Your School/Program Name] with a degree in Occupational Therapy Assisting. I am excited about the opportunity to contribute my skills and knowledge in [specific area of interest or specialization] as I embark on my professional journey.

Throughout my education, I have gained valuable experience in [mention relevant experiences, internships, or volunteer work]. I am particularly passionate about [specific aspect of occupational therapy], and I am eager to apply this passion in a practical setting.

I am eager to learn more about [Company/Organization Name] and how I can contribute to your team. I believe my dedication to providing quality care and my ability to connect with clients will make me a valuable asset to your organization.

Thank you for considering my introduction. I look forward to the possibility of discussing how my background, skills, and enthusiasm align with the goals of your team.

Sincerely,

[Your Name]