

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

Dear [Recipient's Name],

I am writing to express my interest in the Occupational Therapy Assistant position at [Company/Organization Name] as advertised [where you found the job listing]. With my background in occupational therapy and hands-on experience, I am confident in my ability to contribute effectively to your team and support the therapeutic needs of your clients.

I graduated from [Your School] with a degree in Occupational Therapy Assistance and have completed [X years/months] of clinical experience in [relevant settings, e.g., hospitals, rehabilitation centers, schools]. During this time, I have developed strong skills in [specific skills or techniques relevant to the job, e.g., patient assessment, treatment planning, assisting with therapeutic activities].

In my previous role at [Previous Employer], I successfully [describe a specific achievement or responsibility that highlights your skills, e.g., collaborated with occupational therapists to implement patient-centered treatment plans, monitored patient progress, and provided feedback to therapists and families]. This experience has equipped me with valuable knowledge in delivering effective therapy and enhancing the overall well-being of clients.

I am particularly drawn to [Company/Organization Name] because [mention a specific reason related to the organization or its values, e.g., its commitment to innovative therapy practices or dedication to community service]. I share this vision and am eager to bring my skills and passion for occupational therapy to your esteemed team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Sincerely,
[Your Name]