[Your full name]
[Your address]
[City, state, zip code]
[Phone number]
[Email address]
[LinkedIn profile] (optional)

[Date]

[Hiring manager's name]
[Facility or organization Name]
[Address]
[City, state, zip code]

Dear [Hiring manager's name or "hiring manager"],

I am writing to express my interest in the [Job title] position at [Organization name], as advertised. With a strong foundation in occupational therapy and a genuine passion for supporting clients in reaching their goals, I am excited about the opportunity to bring my skills and enthusiasm to your team.

As a licensed occupational therapist with [Number of years] years of experience working in [Setting—e.g., outpatient clinics, hospitals, schools], I have helped diverse populations improve their independence and quality of life. In my previous role at [Previous workplace], I supported clients of all ages with personalized treatment plans, and I'm proud to share that over 90% of my clients achieved their functional goals within six months.

What draws me to this opportunity is [Organization name]'s commitment to [Reference a specific value, mission, or initiative if known—e.g., "holistic, client-centered care"]. I strongly believe in empowering clients through compassionate and evidence-based therapy, and I'm eager to contribute to a team that shares these values.

My clinical expertise, collaborative mindset, and commitment to continuous learning make me a strong candidate for this role. I welcome the chance to discuss how my background aligns with your needs and how I can support your team's continued success.

Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

[Your full name, credentials (e.g., MS, OTR/L)]