**OCCUPATIONAL THERAPY COVER LETTER**

**[Date]**

**[Hiring Manager’s Name]**

**[Hiring Manager’s Title]**

**[Organization’s Name]**

**[Organization’s Mailing Address]**

Dear **[Hiring Manager Name],**

I am writing to convey my excitement for your occupational therapist job opening at [Organization’s Name]. I am an NBCOT-certified occupational therapist with 6+ years of experience who managed a caseload of 50+ patients at [Previous Employer].

After a careful read of your job offer, I see you need a therapist skilled in leadership, preparing treatment plans, and administering ADL/IADL therapeutic exercises. Here are three reasons I think I am a fit:

Leadership. Supervised and trained five occupational therapist assistants.

Preparing treatment plans. Created treatment plans for 600+ patients.

ADL/IADL. Administered exercises and training to 500+ patients.

[Manager Name], I am very interested in talking to you about how my skills in patient assessment, documentation, and teamwork can help [Organization’s Name] fulfill its goal to [Organization’s Goal from Job Offer or Mission Statement Online]. Can we set up a call to talk about next steps?

Best regards,

**[Your Name],** Occupational Therapist

**[Phone Number]**

**[Email]**