

■ *Signature*

Most business letters are closed with “Sincerely,” followed by your printed name beneath. If sending a printed copy, leave room between “Sincerely” and your printed name to hand-sign the letter in black ink.

Before sending your cover letter—make sure it is carefully proofed for spelling, grammar and information

Your Address
City, State Zip
(Phone number or email optional)

Date of Mailing

Ms. Maria Sanders, O.T.
Manager, Occupational Therapy
South Memorial Hospital
3030 Builders Square
St. Paul, MN 55101

Dear Ms. Sanders:

It is with great interest that I am applying for your position of Occupational Therapy Assistant in the Acute Rehabilitation Unit. Julie McLain, a current Occupational Therapist with South Memorial Hospital and a graduate of St. Catherine University, encouraged me to apply.

As is stated on my resume, I am a recent graduate of St. Catherine’s Occupational Therapy Assistant Program. During the course of my education I completed three separate fieldwork experiences, one of which was with XYZ rehabilitation unit. Under the direction of a licensed Occupational Therapist I gained competencies in effective communication with patients, implementation of care plans, and teamwork with interdisciplinary professionals. Similar to the mission of South Memorial Hospital, I am committed to the delivering remarkable health care experience to patients and families.

With respect to organizational skills, I have developed excellent time management practices over the last four years by balancing the demands of part-time work, academic commitments, field work, and volunteer service. My educational background in combination with my OT and work experiences have provided me with the practical skills I need to be a successful Occupational Therapy Assistant.

I would be delighted to have the opportunity to discuss my qualifications with you in an interview. I will contact you early next week to inquire about my application and ask if you need additional information to evaluate my candidacy. Thank you for your time and consideration.

Sincerely,
(Sign your name here)
Type your name