

Your Street Address
City, State Zip

January 17, 20XX

Full name of HR/Hiring Manager [if known]
Organization Name
Street Address
City, State Zip

Dear [enter full name]:

This letter is in reference to the Occupational Therapist position listed on the [enter organization]'s Human Resources website. I am a graduating Occupational Therapy student at Thomas Jefferson University, and I am seeking full-time employment upon graduation in [Month] 20XX. My goal is to serve your patients using the skills I have gained during my clinical and volunteer experiences at Jefferson.

While in my role at Sunshine Facility, I worked closely with patients to define their individual goals, and I evaluated their progress through weekly check-ins. I successfully managed treatment for up to five patients each day, ensuring proper documentation was completed in a timely manner. In collaboration with two staff members, I developed a new organization system that increased the efficiency of our documentation process by 35%.

The position you outlined would also allow me to contribute my clinical education, research skills, and volunteer experience I have gained as an Occupational Therapy student at Jefferson. My active leadership and service roles, including my participation in Leadership LIVE, have also helped me develop strong interpersonal and communication skills. I am confident that these experiences will allow me to be a productive member of your team, and I am eager to contribute my knowledge of occupational therapy techniques to benefit your organization.

I would greatly appreciate the opportunity to discuss my enthusiasm for the Occupational Therapist position in an interview. Feel free to contact me anytime at [enter phone number], or [enter e-mail address]. Thank you for your time and consideration.

Sincerely,
[4 spaces if mailed or faxed, 2 spaces if e-mailed]
[Handwrite signature only if mailing or faxing]

Your Typed Name [include for all formats- mailing, faxing or e-mailing]