

# MIRI LEE, OTD, OTR/L

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February 14, 20xx

Randy Jones  
Director, Human Resources  
Children's Therapy Center  
4780 Gilman Drive  
Cedar Heights, CA 92093

Dear Mr. Jones,

After careful review of your Occupational Therapist job posting on Indeed, I submit my cover letter and resume to Children's Therapy Center (CTC) with confidence that my qualifications, skill sets and character align closely to those you seek in a candidate. As a highly motivated individual with a strong passion for working with children, I possess a rare combination of clinical reasoning, practical techniques as well as strong interpersonal skills and initiative to make a meaningful and long-lasting contribution to CTC.

As indicated on my resume, my Level II fieldwork was at a private pediatric clinic similar in size and scope as CTC. During this time, I had the opportunity to design and implement treatment plans for children with special needs. Utilizing a wide variety of assessment tools, I worked closely with the families to determine the child's area of needs to design evidence-based treatment plans that provide just the right challenge to enhance occupational engagement. In addition, my strong communications and interpersonal skills allowed me to not only establish great rapport with clients and families, but also to foster collaborative and productive dynamics with colleagues and staff.

While my experiences highlight my professional competencies, I believe it speaks even more highly of my character and drive to excel. Occupational therapy is more to me than just a career—it is a reflection of my own life's vision and the medium through which my passion is expressed. As such, my dedication in this field has allowed me to take on a wide range of responsibilities beyond my experience. Yet each time, I not only grew into the responsibility, I made it my own and exceeded the expectations set forth with a consistent track record of success. At this juncture in my life, I am prepared to seek professional growth within an organization that calls on my creativity, problem-solving skills and strong passion for working with children. I am impressed and inspired by the work that CTC does to promote high quality care that is rooted in science, and am eager to contribute my knowledge and skills to advance the mission of your organization. I am confident that my experiences will be a welcome addition to your team and would greatly appreciate the opportunity to meet with you to further discuss my qualifications. In the meantime, please feel free to contact me at (555) 555-5555 or by email at [contact@otmiri.com](mailto:contact@otmiri.com) if you have any questions or require additional information. Thank you for your time and consideration.

Sincerely,

[Your Signature Here]

Miri Lee, OTD, OTR/L