

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Facility/Company Name]
[Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position at [Facility/Company Name] as advertised [where you found the job listing]. With my [number] years of experience in direct patient care and my certification in nursing assistance, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Employer's Name], I provided compassionate care to residents, assisting with daily activities such as bathing, dressing, and meals. I have developed strong skills in taking vital signs, maintaining patient comfort, and effectively communicating with both patients and healthcare teams. My commitment to patient care and my ability to remain calm under pressure make me an excellent candidate for this position.

I am particularly drawn to [Facility/Company Name] because of [something specific about the facility, such as its reputation, values, or special initiatives]. I admire your commitment to [specific value or care practice] and would love the opportunity to be part of such a dedicated team.

Enclosed is my resume, which provides further detail about my qualifications. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]