

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Facility Name]
[Facility Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position at [Facility Name] as advertised on [where you found the job listing]. With my CNA certification and passion for providing high-quality patient care, I believe I would be a valuable addition to your team.

I completed my CNA training at [Your Training Institution] and gained hands-on experience through clinical rotations at [Name of Facility or Organization]. During my training, I developed skills in patient monitoring, assisting with daily living activities, and maintaining a clean and safe environment for patients. I am committed to providing compassionate care and ensuring the comfort and dignity of every individual I assist.

I admire the commitment of [Facility Name] to [mention any specific values or missions of the facility], and I am excited about the possibility of contributing to such a dedicated team. I understand the importance of teamwork in delivering effective care, and I am eager to collaborate with fellow healthcare professionals to support our patients' needs.

Enclosed is my resume, which provides further detail about my background and qualifications. I would be delighted to discuss my application in more detail and explore how I can contribute to your team. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Name]

[Attachment: Resume]