

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Nursing Assistant position at [Company's Name], as advertised on [where you found the job listing]. With my background in patient care and my dedication to providing excellent support to both patients and healthcare teams, I believe I would be a valuable addition to your team.

In my previous role at [Your Previous Employer], I successfully [mention a relevant experience or skill]. This involved [briefly describe your responsibilities and any accomplishments]. My training at [Your School/Institution] has equipped me with the clinical skills necessary to effectively assist in patient care, including [mention specific skills or certifications].

I am particularly drawn to this opportunity at [Company's Name] because [explain why you are interested in this specific company or position]. I admire [mention any specific values or achievements of the company], and I would love to contribute to your mission of [refer to the company's mission or values].

Enclosed is my resume that provides further details about my qualifications. I look forward to the possibility of discussing my application with you in more detail. Thank you for considering my application.

Sincerely,  
[Your Name]