

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

Dear [Employer'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 CNA certification and hands-on experience in patient care, I believe I am well-equipped to contribute effectively to your team.

During my time at [Previous Employer/Internship], I was responsible for [briefly describe your duties and key achievements, e.g., assisting patients with daily activities, monitoring vital signs, providing emotional support]. This experience allowed me to develop strong communication and interpersonal skills, ensuring I create a comfortable and supportive environment for my patients.

I am particularly drawn to [Facility/Company Name] because [mention specific reasons related to the facility's values, reputation, or patient care approach]. I am committed to providing compassionate care and contributing to [specific goal or value of the organization].

I am excited about the opportunity to further discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of an interview.

Sincerely,  
[Your Name]