

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Facility/Organization Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Clinical Nurse Assistant position at [Facility/Organization Name], as advertised on [where you found the job listing]. With my background in nursing and patient care, along with my dedication to providing compassionate support to patients, I am confident that I would be a valuable addition to your team.

I recently completed my [certification or degree] in [related field] from [School/University Name] and have hands-on experience in [specific skills or areas, e.g., patient monitoring, assisting with daily activities, etc.]. Through my previous role at [Previous Employer], I developed strong skills in [mention relevant skills or responsibilities], and I have consistently received positive feedback from supervisors and patients alike.

I am particularly drawn to [Facility/Organization Name] because of [specific reason related to the facility or their values]. I admire your commitment to [mention any known programs, values, or achievements of the facility], and I am eager to contribute my skills and passion for patient care to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my qualifications align with the needs of your team. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]