

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

[Date]
[Recipient's Name]
[Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Certified Nursing Assistant position at [Facility Name] as advertised on [where you found the job listing]. With my certification and hands-on experience in providing compassionate care to patients, I am confident in my ability to contribute to your team.

During my training at [Name of Training Program or Institution], I developed strong skills in patient care, including assisting with daily living activities, monitoring vital signs, and maintaining a safe and clean environment. My [number of years] of experience working in [Type of healthcare setting, e.g., nursing homes, hospitals] has equipped me with the ability to handle various patient needs effectively and empathetically.

I am particularly drawn to this role at [Facility Name] because of your commitment to [mention any specific program, value, or mission of the facility]. I share your passion for [mention any relevant area of care, e.g., elderly care, rehabilitation], and I believe my dedication to patient-centered care aligns perfectly with your facility's goals.

Enclosed is my resume that details my qualifications. I am excited about the opportunity to speak with you further about how I can contribute to your team at [Facility Name]. Thank you for considering my application. I look forward to the possibility of discussing my application with you.

Warm regards,

[Your Name]
[Attachment: Resume]