

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

Dear [Recipient Name],

I am writing to express my interest in the Certified Nursing Assistant position at [Company/Organization Name] as advertised [mention where you found the job listing, if applicable]. With my [mention relevant experience or training], I am confident in my ability to contribute effectively to your team and provide exceptional care to patients.

I recently completed my CNA training at [Name of Training Program or Institution], where I gained hands-on experience in [describe relevant skills or experiences, such as patient care, vital signs monitoring, etc.]. I am certified in CPR and First Aid, and I am dedicated to maintaining a compassionate and safe environment for all patients.

I am particularly drawn to [Company/Organization Name] because [mention something specific about the organization that resonates with you, such as its mission, values, or patient care approach]. I am eager to be part of a team that prioritizes high-quality care and supports the dignity of each individual.

Enclosed is my resume, which provides additional details about my qualifications. I would appreciate the opportunity to discuss my application further and look forward to the possibility of contributing to your team. Thank you for considering my application.

Sincerely,  
[Your Name]