

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Facility/Company Name]  
[Facility/Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position at [Facility/Company Name]. I recently completed my CNA training at [Training Institution] and am enthusiastic about applying my skills in a compassionate and patient-centered environment.

My training has equipped me with the essential skills to assist patients with daily activities, maintain a safe environment, and support the healthcare team in delivering excellent care. I am committed to providing high-quality service and fostering a comfortable atmosphere for patients.

I would appreciate the opportunity to discuss how my background and passion for healthcare align with the needs of your team. Thank you for considering my application.

Sincerely,  
[Your Name]