

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

Dear [Recipient Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position at [Healthcare Facility Name] as advertised [where you found the job posting]. I am enthusiastic about the opportunity to contribute to your team and provide compassionate care to patients.

I have recently completed my CNA training program at [Training Institution] and have acquired a solid foundation in patient care principles, including hygiene assistance, vital signs monitoring, and feeding support. Additionally, I possess excellent interpersonal skills, which enable me to communicate effectively with patients, families, and healthcare professionals.

During my internship at [Previous Facility or Experience], I had the opportunity to apply my skills in a real-world setting, where I assisted nursing staff and provided personal care to patients. This experience has strengthened my commitment to delivering quality care and supporting the health and well-being of individuals in a healthcare environment.

I am particularly drawn to [Healthcare Facility Name] because of [specific reason related to the facility, such as its reputation, values, or a specific program]. I am confident that my dedication to patient care aligns well with your facility's mission.

Enclosed is my resume detailing my qualifications. I am looking forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the exceptional patient care at [Healthcare Facility Name]. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]