

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position at [Company/Organization Name] as advertised [where you found the job listing]. With my training and dedication to providing quality patient care, I am confident in my ability to contribute effectively to your healthcare team.

During my training at [Name of Training Program/School], I gained hands-on experience in various aspects of patient care, including assistance with daily living activities, monitoring vital signs, and ensuring the comfort and safety of patients. My strong interpersonal skills enable me to establish rapport with patients and their families, ensuring a compassionate and supportive environment.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's values, mission, or reputation]. I admire your commitment to [mention any specific service or approach], and I am eager to bring my skills and passion for healthcare to your team.

Enclosed is my resume, which provides further details about my training and experience. I would appreciate the opportunity to discuss how I can contribute to your facility's mission. Thank you for considering my application. I look forward to the possibility of discussing my application with you.

Sincerely,
[Your Name]