

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position advertised [on/at] [source of the job listing, e.g., your website, job board, etc.]. With my training in [mention relevant training, e.g., CNA program, CPR certification] and hands-on experience in [mention area of experience, e.g., patient care, volunteering, etc.], I am excited about the opportunity to contribute to your team at [Company/Organization Name].

During my time at [Institution Name, if applicable], I gained valuable skills in [mention specific skills, e.g., patient monitoring, assisting with daily activities, etc.]. I am committed to providing compassionate care and support to ensure the comfort and well-being of patients.

[Optional: Brief anecdote or example that demonstrates your skills or dedication].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the organization, e.g., its commitment to quality care, values, or reputation]. I believe that my background and passion for patient care align well with your mission.

I look forward to the possibility of discussing my application further and am available for an interview at your earliest convenience. Thank you for considering my application.

Sincerely,
[Your Name]