

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Facility's Name]  
[Facility's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Certified Nursing Assistant (CNA) position at [Facility's Name] as advertised on [where you found the job listing]. With my certification and passion for providing compassionate care, I am excited about the opportunity to contribute to your team.

I completed my CNA training at [Name of Training Program], where I gained hands-on experience in patient care, assisting with daily activities, and maintaining a safe environment. My training has equipped me with the skills necessary to provide high-quality care to patients of diverse backgrounds and needs.

In my previous role at [Previous Workplace/Internship], I successfully [mention a specific responsibility or achievement]. This experience has solidified my ability to work effectively under pressure and collaborate with healthcare teams to deliver optimal patient care.

I am particularly drawn to [Facility's Name] because of [mention something specific about the facility or its values that resonate with you]. I admire [a specific program, value, or philosophy] and would be honored to contribute to your mission in providing excellent patient care.

I look forward to the opportunity to discuss how my skills and background align with the needs of your team. Thank you for considering my application. I hope to speak with you soon.

Sincerely,  
[Your Name]