

****LPN Job Application Letter Outline****

1. **Header**

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

2. **Employer's Information**

- Hiring Manager's Name
- Facility/Company Name
- Facility/Company Address
- City, State, Zip Code

3. **Salutation**

- Dear [Hiring Manager's Name/Title],

4. **Introduction**

- State the position you are applying for.
- Mention how you found out about the job opening.
- Briefly introduce yourself and your nursing background.

5. **Body Paragraph 1: Qualifications**

- Highlight your LPN education and credentials (license number, school attended, etc.).
- Discuss relevant clinical experience or skills related to the position.

6. **Body Paragraph 2: Professional Experience**

- Provide details about your previous employment in nursing.
- Mention specific responsibilities or achievements that demonstrate your capability.

7. **Body Paragraph 3: Personal Attributes**

- Describe your interpersonal skills and how they contribute to patient care and teamwork.
- Include any additional qualities that make you a strong candidate.

8. **Conclusion**

- Reiterate your enthusiasm for the position.
- Express your desire for an interview to discuss your qualifications further.
- Thank the hiring manager for considering your application.

9. **Closing**

- Sincerely/Regards,
- [Your Name]

10. **Postscript (optional)**

- Add any additional information or requests, such as references or availability for an interview.