

[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 Long-Term Care (LTC) position at [Company/Organization Name] as advertised [mention where you found the job listing]. With my background in [mention relevant experience or qualifications], I am confident in my ability to contribute positively to your team and provide excellent care to residents.

I have [number] years of experience in [specific area related to LTC, e.g., nursing, caregiving], where I have developed strong skills in [relevant skills, e.g., patient care, medication administration, communication]. My passion for helping others is evident in my commitment to providing compassionate care and support to individuals in need. At my previous role at [Previous Employer], I was responsible for [mention responsibilities or achievements related to LTC]. This experience has equipped me with the skills necessary to effectively handle various situations in a long-term care setting.

I am particularly impressed by [mention something specific about the company or its values], and I believe that my approach to care aligns well with your organization's mission. I am eager to bring my expertise in [specific area] to contribute to the well-being of your residents.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences can benefit [Company/Organization Name]. I am available for an interview at your earliest convenience and can be reached at [phone number] or [email address].

Sincerely,
[Your Name]