

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the Long-Term Care (LTC) position at [Company/Organization Name], as advertised on [where you found the job posting]. With extensive experience in [relevant field/position], I am confident in my ability to contribute effectively to your team and provide exceptional care to residents.

In my previous role at [Previous Company Name], I successfully [describe a relevant duty or achievement]. This experience has equipped me with [mention key skills or knowledge that align with the LTC role].

I am particularly drawn to [Company/Organization Name] because [reason why you want to work there]. I believe that my background in [specific area] aligns well with your mission and vision.

Enclosed is my resume, which provides further details of my professional journey. I look forward to the opportunity to discuss how my skills and experiences can benefit your organization. Thank you for considering my application.

Sincerely,
[Your Name]