

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Licensed Vocational Nurse (LVN) position at [Institution/Organization Name] as advertised on [where you found the job listing]. With my background in nursing education and hands-on clinical experience, I am excited about the opportunity to contribute to your team and provide exceptional patient care.

I graduated from [Your School/Program Name] with [Degree/Certification], where I honed my skills in patient care, medication administration, and effective communication with both patients and healthcare teams. During my clinical rotations at [Previous Healthcare Facility or Practice], I successfully assisted with various patient needs, including [specific tasks or responsibilities relevant to LVN role].

I am particularly drawn to [Institution/Organization Name] because of [specific reason related to the institution, such as its reputation, values, or patient care philosophy]. I believe my ability to [specific skill/attribute related to the job] aligns with your commitment to [aspect of the institution's mission or goals].

I am eager to bring my skills in [mention any relevant competencies] and my passion for nursing to the LVN role at [Institution/Organization Name]. I am confident that my dedication to patient care and my collaborative spirit will make a positive impact on your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the exceptional care provided at [Institution/Organization Name]. Please find my resume attached for your review.

Sincerely,
[Your Name]