

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Institution/Organization Name]
[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 [where you found the job listing]. With my training in nursing and hands-on experience in patient care, I am excited about the opportunity to contribute to your team.

I recently completed my LVN program at [Nursing School Name], where I gained extensive knowledge in patient assessment, medication administration, and wound care. During my clinical rotations at [Clinical Facility Name], I developed strong skills in providing compassionate care to diverse patient populations.

In addition to my clinical expertise, I possess excellent communication and teamwork skills, which I believe are crucial in delivering high-quality patient care. I am dedicated to maintaining a safe and positive environment for patients and am eager to collaborate with other healthcare professionals.

I am particularly drawn to [Institution/Organization Name] because of [specific reason related to the facility or its values]. I admire your commitment to [mention any relevant programs, philosophies, or achievements of the organization], and I am excited about the possibility of being part of such an impactful team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the exceptional patient care at [Institution/Organization Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,
[Your Name]