

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

Dear [Recipient Name],

I am writing to express my interest in the Licensed Vocational Nurse (LVN) position at [Facility/Organization Name] as advertised on [where you found the job posting]. With a diploma in Vocational Nursing from [Your School Name] and [X years] of hands-on experience in clinical settings, I am confident in my ability to contribute effectively to your nursing team.

In my most recent role at [Previous Employer/Facility Name], I provided compassionate patient care in a [type of facility, e.g., long-term care, rehabilitation center] where I assisted with daily activities, monitored vital signs, and implemented care plans under the supervision of registered nurses. My dedication to quality care led to [specific achievement, e.g., increased patient satisfaction scores, reduced infection rates].

I possess strong skills in [specific skills relevant to the job, e.g., administering medications, wound care, patient education], and I am committed to ongoing professional development. I have completed additional certifications in [any relevant certifications, e.g., CPR, ACLS], which I believe will further enhance my ability to contribute to your team.

Moreover, my ability to collaborate with multidisciplinary teams and communicate effectively with patients and their families has been instrumental in fostering positive care experiences. I am particularly drawn to [Facility/Organization Name] because of your commitment to [specific values or mission of the organization], and I am excited about the opportunity to work in an environment that aligns with my professional values.

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms can contribute to the high standards of care at [Facility/Organization Name]. Thank you for considering my application. I hope to bring my passion for nursing to your team.

Warm regards,

[Your Name]
[Your License Number, if applicable]
[Attachment: Resume]