

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Hospital 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/Hospital Name] as advertised [where you found the job listing]. With my [number] years of nursing experience and a deep commitment to providing compassionate patient care, I am excited about the opportunity to contribute to your esteemed team.

I earned my LVN certification from [Your School] and have worked in [mention relevant areas, e.g., acute care, long-term care] environments. My background includes [briefly highlight any specific skills or experiences relevant to the position, e.g., medication administration, patient assessment, teamwork].

I am particularly drawn to [Institution/Hospital Name] because of [mention something specific about the institution, e.g., its commitment to community health or reputation for excellence]. I believe my skills in [specific skills related to the job] align well with your needs.

I am eager to bring my dedication to quality care to [Institution/Hospital Name]. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,  
[Your Name]