

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

Dear [Recipient's 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 educational background and hands-on experience in nursing, I am confident in my ability to contribute effectively to your team.

I graduated from [Your Nursing School] with a [Degree/Certificate] in [Nursing Program] and have acquired [number] years of practical experience in various healthcare settings. My training has equipped me with the skills necessary to deliver compassionate care, manage patient needs, and collaborate effectively with healthcare teams.

In my previous role at [Previous Employer], I [describe specific responsibilities or accomplishments], which helped enhance my clinical skills and deepen my understanding of patient care dynamics. I am particularly drawn to [specific aspect of Institution/Organization] and am eager to bring my expertise in [specific skills or areas of nursing] to your team.

I am excited about the opportunity to work at [Institution/Organization] and contribute to the quality care you provide. Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team.

Sincerely,
[Your Name]