

JANE SMITH

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Dear Hiring Manager:

I am writing to express my interest in being considered for the position that you have available and I hope to be considered as a serious applicant. To acquaint you with my qualifications, I am submitting my resume for your review.

I am a Certified Nursing Assistant with 8+ years of work experience in the nursing and healthcare field. Currently, I work at Main Hospital. Prior to that, I was a CAN/GNA at Main Multi-Care Center as well as Main Care Nursing Facility. I have also been a Support Associate at Main University.

In these positions, I gained extensive experience in areas including client assessment, monitoring and management, as well as, account management and administration. I have effectively applied my experience to provide quality care and assistance to patients. Whether it's through providing companionship or resolving a medical issue, my goal is to always make the patient's life a little easier.

While my resume is a strong outline of my qualifications, a personal interview would allow me to fully express the degree of dedication, resourcefulness and professionalism I will bring to this position. I can be reached at (443) 400-1000 or via email at janesmith@verizon.net . I look forward to the opportunity.

Sincerely,

Jane Smith