

Cindy Nurse Aide
123 Main Street
East Hartford, CT 06110
555-555-5555
CNA@gmail.com

July 26, 2016

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear Recipient,

I am seeking to fill the job position as a Certified Nurse's Aide for [Name of Institution] in Hartford. I have obtained my certification in the field after attending American Institute and have two years of work experience in the field.

Currently, I perform tasks such as bathing patients, administering medications, helping with other hygienic needs, changing linens and dressings, documenting patient health issues, and feeding patients. I also have a lot of patience, and am comfortable with a variety of patient needs. I have had my fair share of difficult patients but always find a way to manage the situation. I am also CPR and First Aid certified.

Thank you for taking the time to read over my application, resume, and cover letter. If you have any additional questions, please feel free to contact me at your convenience and I hope to hear from you soon.

Sincerely,

Cindy Nurse Aide

Cindy Nurse Aide

Enclosures