

# REBECCA ELLIS

Certified Nursing Assistant  
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**Jessica Taylor**  
Senior Hiring Manager  
Seattle West Hospital  
(987) 654-3210  
jessica@seattlewest.com

Dear Ms. Taylor,

Achieving a 97% patient satisfaction rating for this year was one of the proudest moments of my career. I achieved this goal through hard work and providing consistently excellent care to every patient I worked with.

I see that Seattle West Hospital is expanding its trauma unit and looking for additional nursing staff. I have over 11 years of experience as a certified nursing assistant in one of the busiest hospitals on the West Coast. I believe that my knowledge of patient care in emergency situations will make me an asset to your nursing team.

Some of the highlights of my career include:

- Training other CNA's in the use of the new e-records medical system
- Documenting the details of 40-50 new patients each day
- Assisting in the care of up to 25 patients each day

I would love to meet with you to discuss how my years of experience will make me a valuable addition to Seattle West Hospital. Please feel free to call me with a date that suits your schedule.

Kind regards,

*(Insert Signature Here)*

**REBECCA ELLIS**

P.S. I was awarded employee of the year in 2020.