

Philip Glossman

example@myemail.com | (098) 765-4321
456 My Street, San Diego, CA 76543

Dr. Ralph Hughes

Hughes Home, Inc.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Dr. Hughes,

When my grandmother moved into your community five years ago, I knew that I wanted to serve families at Hughes Home upon completing my nursing education. In response to your Indeed listing, I gladly offer my skills and experience as a Licensed Practical Nurse.

Since acquiring my nursing degree and LPN license in 2017, I have set my career path toward caring for individuals living in residential facilities. As a part of your team, I can bring:

- **Efficiency:** I can perform many tasks such as medication administration, injections, and catheters independently.
- **Communication:** My current management has commended me for excellent bedside manners and teamwork.
- **Dependability:** I've maintained a perfect attendance record at my current position.

Now that you have a need for a professional with my credentials, I am eager to discuss with you how I can contribute to the ongoing success of the community that cared for my grandmother. Please contact me at your earliest convenience to set up an interview.

Best regards,

Philip Glossman

P.S. I look forward to telling you how I received a community award for a volunteer nursing mission.