

Jessica Sanders

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

Kelly Franklin
Copley Health
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Franklin,

As a Certified Nursing Assistant at Wesley Senior Care, I received the CNA of the Year award in 2019 due to my outstanding patient care and passion for my work. In my two years of experience on the job, I helped patients complete daily activities while providing them with emotional support to improve their morale.

I am drawn to the prospect of working for a highly regarded long-term care facility like Copley Health. I feel that I am a good match for your patient-driven approach to senior care. Some of my previous achievements include:

- My ability to notice subtle physical and emotional changes in patients that might signify clinical deterioration
- Assisting 14 elderly residents per shift with daily activities, as well as field trips and entertainment activities
- Building trusted relationships with patients by showing empathy and compassion

I would love to set up a time to talk further about how my skills and qualifications could benefit Copley Health. I am available to meet at your convenience.

Sincerely,

Jessica Sanders

P.S. I'd also like to tell you how I came up with an improved schedule for changing bed sheets that cut laundry time by 25%.