

Rebecca Ellis

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Jessica Taylor

Seattle West Hospital

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

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 CNA in one of the busiest hospitals on the West Coast. 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,

Rebecca Ellis