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October 17, 2018

Dear Ms. Flores,

I am writing in reference to your requirement for the position of CNA (Certified Nursing Assistant) at Jenkin’s City Hospital. I am a compassionate and dedicated individual who works really hard to provide premium care to my patients. I am highly motivated by the prospect of working with one of the most respected and renowned medical and long-term care facilities in the area. Some former colleagues of mine also work at your NICU unit and they speak highly of the work environment which encouraged me to apply for the position. I bring an optimistic, courteous and respectable personality to any team I work with, and I have a strong work ethic. I strongly believe that my nursing and patient care skills make me the right candidate for this job.

Even though I am a fresh graduate of Nursing Assistant Program, I still have ample experience of dealing with and managing patients from my hands-on experience at the Nursing Assistant Program as well as my previous work at the Medicare Patient Care Facility where I worked for 2.5 years. That experience really helped me gain an extensive range of skills and knowledge and helped me understand how to identify the specific needs of each patient I worked with. That experience also helped me to finish near the top of my class at the Nursing Assistant Program on my way to earning my credentials as a CNA.

I have substantial experience performing the duties of a Nursing Assistant including bathing, grooming, feeding and medicating patients while also assisting them with their basic needs. I am also experienced in assisting head nurses in executing their duties when required. In my position at the Medicare Patient Care Facility I received an award of appreciation from my supervisor for my compassionate behavior and communication ability with the patients. I believe that my CNA skills, enthusiasm to learn new things and my patient-driven approach will surely make me a valuable addition to Jenkin’s City Hospital.

Thank you for your time and consideration for this position. I look forward to an opportunity to speak with you so that I can get a better understanding of the position. Please feel free to contact me if you have any questions.

Sincerely,

**Sophia Harper**