Hiring Manager’s Name
123 Company Dr.
Wondertown, NE 62314

(555) 765-4321

inchargeofhiring@whhc.com

July 4, 2020

Dear Hiring Manager,

I am writing to you today in reference to the Certified Nursing Assistant position at Wondertown Home Health Care. I have more than six years of experience as a CNA and I would love to become a part of your award-winning organization. I noticed that you were awarded as the leading home care agency in Nebraska by bestofhomecare.com, and I feel my experience and patient care skills will only add to your impressive reputation.

After finishing near the top of my class in the Omaha Tech CNA program, I took a job at Pawnee Medical Center where I gained a tremendous amount of experience and truly sharpened my skills these past six years. I realize how important it is to provide a positive attitude while working in home health care, and my passion for the job allows me to bring a positive, optimistic outlook to the job each day. During my time at Pawnee, my positive demeanor was a driving factor in helping me earn the Employee of the Month Award a record seven times.

As you will note in my attached resume, my CNA certification is up to date in the state of Nebraska, and I also hold my CPR certification from the American Red Cross. Beyond my certifications I have ample experience providing nursing assistant duties, particularly those most critical for a home health care position. I have spent countless hours providing basic care including grooming, feeding, dressing, mouth care, while always keeping the patient’s needs and privacy top of mind. I feel that my patient-driven approach, exceptional stamina, interpersonal skills, and desire to constantly improve will also make me an asset to Wondertown Home Health Care.

Thank you for your time and consideration for this position. I look forward to speaking with you to learn more about this opportunity. Please contact me if you have any questions.

Sincerely,
Jeneace Smith

Jeneace Smith