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 you today in reference to the Certified Nursing Assistant position at Wondertown Home Health Care. I have several years of experience in caring for clients and I recently finished at the top of my class at Omaha Tech as I achieved my CNA certification. I noticed that your company was recently awarded as the leading home care agency in Nebraska by bestofhomecare.com, and I feel my go-getter attitude and attention to detail will make for an excellent addition to your team.

Despite being a recent graduate of the Omaha Tech Nursing Assistant program, I spent my hands-on hours working at Memorial Health Center where I gained invaluable knowledge, skills, and understanding of the patients there. My patients and instructors were consistently impressed with my dedication to my craft for important skills like feeding, grooming, dressing, and overall patient care skills. I have gained valuable experience outside the classroom as well. While I earned my CNA certification, I gained experience working at Sprocket Wireless, where my tireless work ethic and dedication to my clients’ needs allowed me to be promoted to shift manager after only three months. I hope to bring that same dedication to excellence to the Wondertown Home Health Care team.

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. Thank you for your time and consideration for this position. I look forward to having a chance to speak with you to learn more about this opportunity. Please feel free to contact me if you have any questions.

Sincerely,   
Jeneace Smith

Jeneace Smith