

Lesson 3 M DHO A and B Level I students

Using the sample provided, construct your own cover letter for a position in a nursing home. (typed is not required, but preferred. Neatness count).

Sample Nurse Assistant Cover Letter

From
Theresa C. King
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Cleveland, OH 44113
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January 12, 2012

To
John L. Myers
Hiring Manager
Starcare Hospital
1700 Chatham Way
Cincinnati, OH 45211

Dear Mr. Myers,

This letter is in reference to your advertisement regarding the job opening for the position of a nursing assistant in the classifieds section of the Ohio Daily newspaper, dated 01/10/2012. Based on my seven years of experience as a nursing assistant, I would like to apply for this position.

I have been working as a nursing assistant at Health Plus Hospital since 2004 and in this period of time I have performed various tasks such as providing a high level of personal care and attention to patients, assisting senior nurses with their tasks, administering medicines to patients based on the doctor's prescription, transporting patients from their rooms to the test rooms and back. Apart from these tasks, I possess excellent communication skills which help me in interacting with the patients and their relatives in a better way. I have attached my resume along with this letter for your further reference.

I would love to further discuss my profile with you in person. Please feel free to contact me on the details given above in case you have any queries or want to schedule an interview with me. Thank you for your time and patience.

Sincerely yours,

Theresa C. King

Enclosures:

Resume