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**Your Name**

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NC, 28801238-30-XXXX  
[lisabrown@example.com](mailto:lisabrown@example.com)

4th September 20XX

Darrel Lockhart,  
HR Manager,  
UCNC Medical Center,  
Fittro street,  
NC, 28801

Rg: Nursing Assistant Vacancy

Dear Mr. Darrel,

I recently heard that your medical center has an opening for the Nursing Assistant post and you are seeking for a Certified Nurse to fill it out. I am excited to apply for the job and this letter is to show my sincere interest to join your medical center as a nursing assistant. I know that I can be a good supportive character to your medical center and its staff.

With the Certified Nursing Assistant (CNA) credential and my Bachelor of Science in Nursing makes me a perfect candidate for the position with the exact required qualifications. I have gained knowledge, skills and understanding of the patient during my 2 years of work experience as a trainee nursing assistant in San Jose Regional Medical Center.

I have experience in caring elderly persons, monitoring and recording patient vital signs such as temperature, blood pressure, pulse etc and documenting medical data within patient charts. As I am highly skilled in time management, verbal and written communication, problem-solving and patient-driven approach will also make me a perfect candidate for the UCNC Medical Center. I have been consistently praised as caring by the medical staff in my previous work place. My secret of being such a caring person is that I always think nursing is much more than a career.

You can review my resume attached herewith to see my profile and if you feel that I am the right person you are looking for, feel free to contact me at any time with the given contact information to schedule a meeting to discuss more about the vacancy. via email [name@example.com](mailto:name@example.com) to arrange a meeting.

Thank you for your time and patience. I am looking forward to having a chat with you soon.

Regards,

Your Name