

**Sample Student**

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September 2, 20xx

Hiring Manager

XYZ Health Care

1200 West Algonquin Road

Palatine, IL 60067

Dear Hiring Manager:

I am interested in the position of **Certified Nursing Assistant** at XYZ Healthcare, which was posted on Harper's online job posting system. I am aware of the excellent reputation of XYZ Health Care and believe that I would be an asset to your team.

The attached resume details my experience and skills; however, I would like to highlight the qualifications that meet your needs:

- Certified Nursing Assistant Certification – State of Illinois
- Good communication skills with residents and nursing staff
- Experience assisting residents with the activities of daily living as well as lifting, moving and carrying residents and objects
- Passion for providing nursing services to patients

I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you in advance for your time and consideration.

Sincerely,

Sample Student