**COVER LETTER TEMPLATE
CERTIFIED NURSING ASSISTANT COVER LETTER**

**[Today’s Date]**

**[Hiring Manager’s Name]
123 Company Address
Company City, State, Zip Code
(xxx) xxx-xxxx
hiring.manager.email@gmail.com**

Dear **[Mr./Ms./Mrs.] [Hiring Manager’s Surname]**,

I’m thrilled to see your listing for the **[CNA Position]** at **[Hospital Name]**. As a dedicated and hardworking **[Recent Graduate/CNA]** with **[# Years]** of experience in **[nursing assistant experience or skills]** providing excellent care to patients. I’m confident that my **[experience, certifications OR education]** would be a valuable asset to your team.

Here, begin the body paragraph(s) of your cover letter. Ensure you highlight the following in one or two paragraphs:

* Use hard numbers to list any career achievements you have as a nursing assistant. For example, list how many patients you cared for, or how many beds you watched over.
* Because your personality traits **(soft skills)** are vital as a nursing assistant, it’s essential that you also discuss how you supported patients emotionally by being patient, friendly and caring.
* Do some research about the hospital you’re applying to. For example, the hospital may have recently installed new equipment that you’re experienced with using. List anything that can give you leverage amongst similarly qualified nursing assistants.
* If you’re a nursing assistant with little to no experience, further emphasize your education here. Discuss how you excelled at clinical trials, internships, or in the classroom.

My resume is attached for your review, and I would welcome the opportunity to discuss my **[relevant nursing skills, education, or qualifications]** further in an interview at your convenience.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

**[Your name]**