**CERTIFIED NURSING ASSISTANT COVER LETTER**

May 1, 20XX

Ivy Haddington
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Dear Ms. Harper,

I am writing to apply for the new C.N.A. position at Central City Hospital. A friend of mine works on the NICU floor and speaks very highly of her experience at the facility; he encouraged me to apply for this position. With my strong work ethic and optimistic personality, I know I am the right fit for the job.This position requires a postsecondary certificate and clinical experience. I received formal training and an associate’s degree from Beekman Community College.

During my training, I worked as a patient care assistant to gain hands-on experience in a hospital setting. Upon graduation, I started my first job as a C.N.A. on the general medicine floor at Mount Dimitri Hospital. I worked mostly 12-hour evening shifts and filled in for weekend and holidays shifts as needed. My responsibilities included charting patient vital signs, turning patients, administering bed baths, setting up and replacing bedpans, cleaning and sanitizing patient rooms, and assisting registered nurses with their daily rounds.

Though working with sick patients can be challenging at times, I remained compassionate and accommodating. Family members often thanked me for my kindness and for going out of my way to make everyone as comfortable as possible. I hope you see how my background and character traits can provide value to your team at Central City Hospital. Please contact me by phone or email if you would like to discuss my qualifications further.

Thank you for reviewing my application.

Sincerely,

Ivy Haddington