**PATIENT CARE ASSISTANT COVER LETTER**

Dear Mrs. Wigglesworth,

Please consider this correspondence as a formal application for the patient care assistant position recently advertised with your firm. With over five years of experience handling such duties as taking vital signs, drawing blood, and providing general patient care, I believe I can bring a diverse set of practical skills that will make me a success in the advertised position.

Your description emphasizes the importance of solid communication. I am proud to say that I have been recognized for my strong interpersonal skills, including earning a national award from Toastmasters. I have combined those skills with experience providing direct patient care, housekeeping, and companion support.

In my present role, I work closely with clients on things like changing bedding, feeding, bathing, and personal grooming. Additionally, I possess the key office skills that you requested in your advertisement, including those related to clinical documentation software.

I consider myself a strong patient advocate. Working with patients is not only my profession, but it’s also my personal calling. I would love to bring my passion and skills to the position, and I’d be happy to answer any questions in a formal interview. Thank you for your consideration, and please be in touch.