

Melissa Anderson

example@myemail.com | (098) 765-4321 | 456 My Street, San Diego, CA 76543

Ms. Rachel Johnson
Salem Retirement Center
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Johnson,

I'm contacting you regarding the registered nurse position with Salem Retirement Center. In addition to my bachelor's degree in nursing from Brown University, I've also gained valuable hands-on experience providing care to elderly patients as a certified nursing assistant. My versatile background in health care would make me a valuable asset to your team.

Salem Retirement Center has a reputation for preserving the dignity of elderly patients and improving quality of life, which strongly aligns with my values as a medical professional. During my time with Providence Assisted Living, I supported my patients both socially and emotionally. I can provide the same level of care as a member of your team based on my previous achievements:

- Delivered direct care to patients during nurse externship with Massachusetts General Hospital under the guidance of the preceptor and ensured adherence to patient-centered care standards
- Supported elderly and disabled patients suffering from a wide range of medical conditions and achieved annual patient satisfaction ratings of 92% to 95%

- Built relationships with patients and maintained dignity and privacy while assisting with the activities of daily living (ADLs)

I hope to speak with you further regarding how my experience working with elderly patients can benefit your team. You may contact me via phone and email for any additional questions you might have about my background. Thank you for your time and consideration.

Sincerely,

Melissa Anderson