

May 24, 2024

## Mr. Tyrone Jackson

Hiring Manager  
EFG Hospital  
(123) 456-7890  
email@example.com

Dear Mr. Jackson:

Over the past year at ABC Regional Hospital, I've been praised in all four quarterly reviews for my excellent care of patients with diabetes, chronic obstructive pulmonary disease (COPD), and other chronic diseases. I would love to bring that same level of care to your advertised LVN position.

I'm drawn to your description of the role as "an extra set of eyes and ears" for nursing staff. This is the kind of close collaboration I've enjoyed in my career, having thrived in three main LVN functions:

- Promptly identify and escalate health issues with high vigilance. Actively communicate with RNs about patient problems, including high blood pressure, temperature out of range, and alteration in mental status
- Maintain the utmost diligence in administering medications to patients under the direction of my supervising RN
- True patient advocate recognized for delivering top-quality care and maintaining kind, courteous communications with individuals and their families

I'm excited about continuing to build these skills at your hospital. Please reach out to me by the number or email address above. I look forward to discussing the LVN role with you more soon. Thank you very much for your time.

Sincerely,

*(Insert Signature Here)*

**Amar Singh**