

# CNA Cover Letter Sample 1

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**Tonya Matthews**

12 Water Street, Atlanta, Georgia, 96333

*tmatthews@email.com*

745-833-3790

**Mrs. Danielle Hogan**

**Charlie Summers Memorial Nursing Home**

49 Jesse Hill Jr Dr SE, Atlanta, Georgia, 30303

Dear Mrs. Hogan,

I recently saw an advertisement on the internet job board maintained by Wellington Central Community College, where I received my Certified Nursing Assistant training. According to the advertisement, you are in need of a highly experienced CNA with previous experience in a nursing home environment. Since I received my license in 2012, I have consistently chosen to work in nursing homes. I believe my training, knowledge, and prior work experience will make me a highly qualified candidate for your position.

At my current place of employment, Peaceful Glen Nursing Home in Atlanta, I am responsible for coordinating all aspects of basic patient care. These duties include personal care, such as clothing, bathing, feeding, and moving patients. I have also been trained in assisting patients with their rehabilitation exercises. My documentation skills have been utilized in the recording of patients' vital signs and weight. I transport patients to their rooms upon admittance, with the assistance of wheelchairs.

The biggest achievement at my current workplace has been the development of my leadership skills. During my four years with this company, I have been fortunate enough to be able to train a minimum of four other newly licensed CNAs each year. This additional training has allowed me to share the hands-on type of experience that can only be gained by working in the nursing home environment.

My CPR and first-aid certifications remain up to date, and were both renewed in 2016. I also have taken additional courses in medical terminology at Wellington Central Community College, so that my ability to converse with other members of the medical staff can continue to grow. I am knowledgeable in HIPAA and other related privacy concerns, and consider proper documentation to be one of my best assets as a medical team member.

I've attached a resume that goes into further detail about my job qualifications and experiences. I work second shift, but I am available by phone during the week before 2 p.m. I can also be reached by email at any time during the week. I look forward to discussing the ways in which my broad knowledge and varied experiences in patient care can make me a vital part of your facility.

Sincerely,  
Tonya Matthews