**CNA Cover Letter Sample 2**

**Thomas Addison**  
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**Mr. Charles Rosenblum**  
**Garrick Assisted Living Center**  
4545 Kirby Parkway, Riverside, Iowa, 85662

Dear Mr. Rosenblum,

Last Sunday's *Riverside Dispatch* featured an ad for your assisted living facility, which stated that you required a CNA to help residents with their basic needs. Before I completed my CNA training at Riverside Technical College, I volunteered for four years at the Riverside General Hospital, where I assisted the nurses and CNAs providing basic patient care. Due to my combination of training and understanding of patient needs, I feel that I would provide your residents with a high-quality of care.

For the past two years, I have been working at the Alger Nursing Home in Riverside. At the facility, we take care of 200 long-term residents whose mobility capabilities vary. There, I have developed the type of enhanced clinical skills that come with the daily observation of patients. My clinical skills in taking vitals are more advanced than those of a new CNA. I am also tasked with ensuring that my patients' care is up to date with HIPAA standards.

While at the Alger Nursing Home, I completed a two-day course in Patient Safety. The completion of this course allowed me to teach the essentials of patient safety to any new CNA that our facility hired. To date, I have coached 12 new CNAs on the proper patient safety protocol, according to our facility's standards. I have also re-organized the timetable in which I complete my duties, to increase efficiency.

My professional skills include meal preparation, bathing, and dressing. I am skilled in taking vital signs, and pride myself on properly documenting that crucial information in a timely and efficient manner. I have also received training in medical terminology, and am well-versed in HIPAA regulations. My greatest skill as a CNA has been the ability to listen to our patients. Many times, a medical mystery can be solved by simply listening well enough to hear what the patient is struggling to convey.

I hope that you find my resume intriguing, and I look forward to an opportunity to discuss it with you in person. I truly believe that my wide expertise in patient care will make me a perfect fit for your organization. Both email and phone contact are acceptable. If you would rather arrange for a Skype interview, I would be glad to discuss that possibility as well. I thank you for your consideration of my qualifications, and I hope to hear from you soon.

Sincerely,  
Thomas Addison