Cover Letters

The cover letter you send should be written on a professional level, and should highlight how you can fit into a specific job. Always state how you can benefit the company and department. Make sure you sell yourself.

Dear Mr. (Ms.) \_\_\_\_\_\_\_\_\_\_\_:

I recently read of the positions you have available in your facility in the Selma Times Journal. I feel I can fulfill all the duties listed in your ad. I am a recent graduate from the Wallace Community College Selma Nursing Assistant Program, and plan to take the State Certification Exam on (date\_\_\_\_).

I am a punctual and dedicated employee, I stay with my tasks until completion, and I am able to handle many interruptions in my work schedule. In addition, I am flexible and willing to work for the betterment of my department and institution.

Thank you for your time and consideration, and enclosed you will find my resume. I can be reached at any time at the following phone numbers, and I look forward to meeting with you soon.

Sincerely,

(Don’t forget to sign here)

Type your name here

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