

**Mary Grace Nichols**

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May, 9<sup>th</sup>, 2021

Peter Forman, MD

CNA Position

Delmar Family Medicine

1499 New Scotland Road

Slingerlands, NY 12159

Dear Dr. Forman:

I am writing to express interest in a CNA position open at your practice and ask that you please consider me for a position. I graduated from Duanesburg High School in 2018 and am currently working towards getting my Bachelors of Science in Nursing at Elmira College with the expected graduate date of June 2022. I am an enthusiastic candidate with the attributes and skills that can positively contribute to the patient care at your practice. I heard about this job through Stacy Kropp and am very interested in the experience and knowledge I can gain through your facility.

As you can see from the attached resume, my experience in receiving my certified nurse assistant, along with my variety of clinical experiences, I have been given the foundational skills necessary to ease into my career as an upcoming RN. I feel that my knowledge of customer service through my many years of experience would be a valuable asset. Through this experience I have developed a great strength in communication and collaboration with others. I possess the attributes of professionalism, compassion and am a reliable person. I feel that my previous work experiences and current clinical time combined with my strong work ethic will make me a strong candidate for your practice.

I would be honored to be apart of your team and contribute my skills to your practice. I welcome the opportunity to discuss this position in person at your convenience and look forward to an interview with you to discuss my qualifications. If you have any additional questions or need more information, please contact me at the information provided above. Thank you for your consideration and I look forward to talking with you.

Sincerely,

Mary Grace Nichols