

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to present my keen interest in joining your healthcare facility as a Personal Care Aide upon reviewing the job advertisement for the same, as a highly skilled and experienced 8 years in facilitating extensive patient care. I have performed diverse responsibilities while providing support to old and disabled patients.

I am writing my core responsibilities in the current role for you to explore about my professional skills:

* Devise a care plan keeping the patient’s health condition in consideration.
* Provide assistance to the patients in conducting their routine activities such as toileting, taking a bath, eating, drinking, etc.
* Cook and serve food as specified in the patients’ diet chart.
* Perform general housekeeping and cleaning tasks.
* Take the patient for the doctor’s appointment.
* Carry out basic health checks on the patients.
* Perform other required responsibilities.

Empathetic personality, excellent body built, and strong decision making in the times of emergency have well-prepared me to become an immediate asset to your medical staff. With my strong observation and attention to details, I have always ensured to provide high quality care, enhancing patients’ lives.

Thank you for referring to my job application. I am attaching my resume for you to deep dive into my educational background and professional achievements. Please grant me a further chance to discuss my job worthiness.

Warm Regards,

[Your Name]

**Robert Smith**

**Personal Care Aide**