

**Robert Smith**

**Residential Care Worker**

[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 am pleased to present the enclosed resume and write this letter in response to your advertisement for a new opening for the post of “Residential Care Worker” that is now available at \*\*\*. Owing to my 15 years of experience in providing comprehensive service to a wide range of patients in a residential care facility, I stand now in a position where I strongly believe that my background and commitment to serving people will significantly contribute to the success of your organization’s mission and goals. My background includes providing patient care and support to long-term chronic patients and offering personal care. While working at \*\*\* I was responsible for assessing client conditions, managing medications, communicating with cross-functional team members, and coordinating all aspects of patient care. I excel in providing a superior level of compassionate patient care while delivering and facilitating superior patient experiences.

Summary of my qualifications include –

* Currently working at \*\*\* as Residential Care Specialist, providing critical care treatment and support to patients, and individuals having special needs; administering medications, coordinating leisure and recreation activities, offering social and emotional support, and monitoring the health condition of patients periodically.
* Expertise in handling individuals with social/emotional barriers or disabilities.
* Strong listening skills to hear patients at all times, and counsel them accordingly
* Collaborating skills to connect with cross-functions team members – including pharmacies, patient family, and medical team to coordinate, evaluate and modify the treatment process and ensure optimal patient care is provided.
* Executing a plethora of administrative support duties including report generation, phone support, and record keeping.
* Developing and implementing new techniques and approaches to patient care, and being awarded “Best Care Provider of the month” for three months continuously.

With my proficiency in providing support to patients during their transition process and proven success in providing patient care, I am confident that I contribute immensely to your team at \*\*\*. I appreciate the opportunity to discuss this position in further detail in the coming days. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

[Your Name]