

Susy Cue, CNA
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April 7, 2010

Human Resources Director
Tree Hill Hospital
321 Tree Top Road
Tree Hill, AZ
54321

Dear Sir/Madame,

Please find enclosed my resume applying for the position of a full-time CNA at Tree Hill Hospital. I am an empathetic and caring individual who thrives in working in a team environment. I would like to offer my highly developed skills and experience along with my qualifications as a certified CNA to you at Tree Hill Hospital. I am confident that I would be a good candidate for this position and am available for work immediately.

I would welcome an interview to further discuss my qualifications and your needs. Please feel free to contact me at any time at my cell# (414) 321-2345 or by email at susycue@gmail.com.

Thank you for your time and consideration of myself as a CNA candidate at Tree Hill Hospital.

Best Regards,

-----(signed)

Susy Cue

(enclosure)