|  |  |
| --- | --- |
| Ekta  Desired position, salary Date of birth: [day, month, year]  [City, Citizenship]  T: [phone number]  Email: [‘Email] | Photo |

|  |  |
| --- | --- |
| Experience Position | PCAField of activity,City - 6 yearsMain responsibilities:• Mission is to take care of the health• Establishing care plans and acting to cover• Proving sympathies to the patientsSecond company nameField of activity City— Year Main responsibilities:  • Health care of the patients  • Supervisor |
| Education | Diploma of Nursing  GPA/ Grade Year  Degree name  GPA/ Grade Year |
| Skills | • Inventory skills;  • Helping others;  • Quick learner |
| Additional information | MS Office,  Communication Skills |
| Personal qualities | Diligence, and sense of duty responsibility |

Cover Letter

Your name and last name

Address

Tel.:00.000.00.00

Mobile: 000,000,000

 name@primerempleo.com

Company Date

D. First name

Position in the company

Address

Respected Sir,

I have read your advertisement in a newspaper for the post of nursing and found a job appropriate to my skills. I can perform basic services, such as changing bandages, monitoring the patient's health, controlling temperature and blood pressure, and helping with daily activities, such as bathing or dressing. I also provide moral support to patients and their families, listen to their concerns, report the status of patients to their supervisors and maintain medical records.

The scope of its functions is defined by state regulations. Some of my most common specialties include cardiovascular nurses, who treat patients with heart disease, rehabilitation nurses, who help patients recovering from disability; addiction nurses, help wean addicts from drug and alcohol dependence, and critical care nurses, take care of patients with serious, complex and acute illnesses. The training that I have acquired during these years, added to my interest in continuing to train and develop professionally, has given me the confidence and the necessary preparation to be able to cooperate efficiently in the functions and responsibilities that the position requirements.

I am hoping a positive response from your company and, to personally expose my knowledge and my desire to be part of your company

Your sincerely,