Your Name

Address

City, State Zip

Phone

Email

Date

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr./Ms. Last Name:

I am writing to express my interest in the <Recreation Aide> position with the <Nursing Home>. I have a particular interest in working for your organization as I will be graduating in June 2017 with an Associate degree in Aging & Health Studies.

As indicated in the enclosed resume, I have completed an internship at <Nursing Home) as an activities aide. Through my experience I have developed skills to:

* Provide excellent and compassionate service to all residents
* Support and assist residents to actively take part in leisure activities and crafts
* Respond to inquiries linked to programs, services and particular events
* Consistently demonstrate outstanding interpersonal, organization, and administrative abilities

My internship coupled with my academic studies make me a perfect fit for the <Recreation Aide> position. I am particularly passionate about seniors and would welcome the opportunity to assist them in locating resources and advocate on their behalf. I would appreciate an opportunity to meet with you to discuss how my experiences will best meet your hiring needs. Should you need any additional information, please contact me at 000.000.0000 or email.

Sincerely,

**(signature)**

Name

Enclosure: Resume