July, 2014

Mrs. XYZ

Director of Care

The Best Long Term Care

1234 Seniors Road

Sometown, Ontario, A1B 2C3

Dear Mrs. XYZ,

With more than three years of professional experience as a Personal Support Worker and a Volunteer, I am seeking to leverage my experience in an organization where my skills can best be utilized. Enclosed is my resume outlining my extensive experience.

While working as a personal support worker at Grant Retirement Centre and with Daily Care Health Services, I have consistently demonstrated the ability to work independently and as a contributing member of the health care team. I have rendered important contributions including but not exclusive to working with fellow personal support worker’s, nurses and physicians, all while providing the highest possible level of patient care. I have worked within a reporting environment and am familiar with paper and computer record keeping.

During my Volunteer work at [The Divine Caregiving Centre](http://www.google.ca/url?sa=t&source=web&ct=res&cd=1&ved=0CAoQFDAA&url=http%3A%2F%2Fwww.leisureworld.ca%2F&ei=sF_nSov8FozHlAft9uSHCA&usg=AFQjCNE3mi10FRMMY0vF8O_pR2-utiWeZg&sig2=jEXMaPrMXSo2dmO-UQap4A) and The Ultimate Retirement Centre, I have monitored and recorded behavioral changes to assist the health care team in determining appropriate treatment and medication. In collaboration with other volunteers and staff, I have created programs for individual and group activities.

I would appreciate the opportunity to be part of such a remarkable organization, and would welcome the opportunity to participate in a personal interview to answer any of your questions and better present my qualifications. Thank you for your time and consideration and I look forward to speaking with you soon.

Sincerely,

The Awesome PSW

Enclosure - Resume