

For more interviews, send unique applications! Revise and highlight your related skills and abilities with examples.

March 15, 20XX

Write your name and address under the date. Alternately, create a letterhead at the top.

Phoenix Greymont
123 Street Address
Regina, SK S3S 5D1

Protect from Fraudulent Employers: When concerned, give only a cell number, LinkedIn invitation or email address.

Ms. Ross
Health Services Manager
Westview Health District
New Town, SK S5P 2X7

Margins: 1" (2.54 cm) margins all around.

Dear Ms. Ross:

Salutation: Write the name of the contact person.
Options when you don't know it:
Dear Hiring Manager:
Dear Selection Committee:
Dear Human Resources Manager:

Attached is my resume in application for a position as a Resident Support Worker (#33330275) in the Support Services Department at the Sun Valley Care Home in Willow Creek, as advertised on the University of Regina Job Board. This position is an excellent opportunity to apply my strengths in

Motivation & Potential: What inspired you to apply? Focus on what you can contribute.

I am a third-year student pursuing a Bachelor of Science in Nursing (BScN) through the Saskatchewan Collaborative Bachelor of Science in Nursing Program (SCBScN), University of Regina in affiliation with Saskatchewan Polytechnic. As required for this program and the position, I have completed courses in Standard and Emergency First Aid; AED/CPR Healthcare Provider (HCP); WHIMIS; and Transferring, Lifting and Repositioning (TLR).

Through my academic and work experience, I have demonstrated related skills in providing holistic, resident-directed care to adults in long-term care. As a nursing student, for example, I _____. This included providing companionship during convalescence, assisting with personal care (e.g., hygiene, dressing, bathing), and performing routine duties such as _____. My related work experience includes positions as a _____ and _____ (volunteer), where I had opportunity to develop skills in _____, and assisting with planning and facilitating programs for seniors (e.g., "Sunrise Exercise").

As an employee and developing healthcare professional, I seek to demonstrate respect, dignity and understanding in my interactions with all individuals. I value maintaining standards of confidentiality and privacy, _____ and _____. Given my background and career goals, I am confident that I can successfully fulfill the requirements of this position.

Thank you for consideration of my application. To further discuss my suitability in an interview, please contact me at 306-123-4567 or email@uregina.ca.

Sincerely,

Phoenix Greymont

Phoenix Greymont

Your signature.

Attachment

Highlight your related knowledge, skills and abilities, attitudes and accomplishments. Include a few details and statistics when possible (e.g., assisted 12 residents).

As an option, create a section with headings and bullets:

Resident/Patient Support

- Provided personal care including _____
- Assisted residents with _____
- Ability to _____

Equity Applicants: Research each employer before deciding whether or not to self-declare as a member of an equity group: Aboriginal people, visible minorities, people with disabilities and women in non-traditional careers. Many employers are committed to employment equity and encourage applicants from equity groups to apply.

Declaration Example: "In submitting my application, I would like to self-declare as an equity candidate (note your equity group)."