

NATALIA BROWN

HEALTH CARE ASSISTANT



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TO

LYNN GOOD

HR Manager

435-758-8257

DATE

February 26, 2022

Dear Ms . Lynn,

I am writing in response to the position currently advertised on your website, and I have attached my CV for your consideration.

Along with my previous job experience in a similar position at the local council, my degree course makes me especially prepared for this position. In addition, the job description explicitly mentions independent research, something I demonstrated when completing my final year dissertation.

As mentioned in the talents section of my CV, I am a skilled writer capable of around 60 words per minute with a high degree of accuracy. I have been looking for a position that emphasizes a little more independence than the easy data-entry jobs I have previously had.

This work seems ideal, and I am particularly excited by the prospect of progressing in the company.

Thank you for taking the time to consider my application. I will phone to confirm receipt of my application shortly and look forward to talking to you soon.

Best regards.

Natalia Brown

Health Care Assistant