

Parker G. Neelam
Licensed Practical Nurse (L.P.N.)

100 Main Street | South Bend, Indiana 46601 | 574-555-1234 | ParkerGNeelam@gmail.com
Linkedin.com/in/parkergneelam

July 15, 2020

Rayna Vasquez
Human Resources
Woodbridge Rehabilitation and Care
200 1st Avenue
South Bend, Indiana 46601
Rayna.Vasquez@WoodbridgeRehabCare.com

Dear Ms. Vasquez:

When I learned that Woodbridge Rehabilitation and Care was seeking a Licensed Practical Nurse from the company's online job board, I knew immediately I had to apply. That's because I'm a recent Nursing graduate and L.P.N. who made a major career change to devote myself to the healthcare field—and to specifically help older adults like those cared for at your facility. Let me explain...

In the summer of 2014, my wonderful grandmother, Sylvia, came to live with my family while she battled breast cancer. As I assisted her with her daily tasks, bathing and medications, I discovered what a joy and privilege it is to aid older generations—and I realized I had a deep passion to do this for others.

So, once my grandmother fully recovered and returned to her own home, I moved to Indianapolis and enrolled in Ivy Tech Community College to obtain my Associate of Science degree in Nursing. Now that I've graduated and have been certified as a Licensed Practical Nurse, I'm ready to move back home to South Bend where I hope to use my nursing skills to help more senior adults live a fuller, happier life—and, of course, to spend more time with my grandmother.

Having grown up in South Bend, I'm familiar with the long tradition of dedicated and individualized treatment that Woodbridge Rehabilitation and Care is known for. It would be an honor to join the nursing team to help continue your mission.

While I am new to nursing, I have worked five years as an administrative assistant, providing a wide variety of support in a fast-paced setting. This gives me the advantage of being ready to assist the R.N.s, doctors and other medical staff with the many tasks involved in quality patient care.

If you'd like to learn more about me by arranging for an interview, please call me at 574-555-1234 or email me at ParkerGNeelam@gmail.com.

Thank you for your time. I look forward to hearing from you.

Sincerely,
Parker G. Neelam