**Jane Doe**825 Ontario Road  
Welland, ON   
L3B 5V6

Phone: (905) 788-3751Email: reception@employment-solutions.org

April 8th, 2020

Company Name  
Hiring Manager Name  
Address   
Postal Code

Dear Mr. Jones:

Please accept this letter and the attached resume as my application for the Personal Support Worker position which was advertised on the Service Canada Website. After reading your job description in detail, I found that your requirements perfectly complement my skills and experiences.

I have extensive training and practical experience as a Personal Support Worker. Caring and compassion are my strengths in the delivery of high standard care to diverse range of clients. I feel confident in my abilities to effectively meet the needs of clients as well as maintain accurate confidential records and charts.

Some of the skills and experience that I would bring to the role include:

* Over 3 years of experience working as a Personal Support Worker
* Experience in developing and implementing programs for clients of various types
* Proven effectiveness in administering medications
* Exceptional oral and written communication skills
* A Health Care/Support Worker Certificate

The Personal Support Worker position represents an opportunity for me to bring my proven abilities, structure and experience to your organization. I look forward to the opportunity of meeting with you to discuss my suitability for the position. You may reach me at telephone 519-621-1621. Thank you for your time and consideration.

Sincerely,

(Signature)

Kelly Adams