

March 15, 2015

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

Phoenix Greymont  
343 Marsh Drive  
Regina, SK S3S 5D1

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

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

**Salutation:** Write the name of the contact person.  
If you don't know the name, consider:  
Dear Hiring Manager:  
Dear Sir or Madam:  
Dear Human Resources Manager:

Dear Ms. Ross:

Attached is my resume in application for a summer 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. I am very interested in this position as an excellent opportunity for me to

**Motivation Statement:** What inspires you to apply?

Currently I am a second-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 been developing skills related to 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 306-741-3532.

Sincerely,

*Phoenix Greymont*

Phoenix Greymont

Your signature.

Attachment

Highlight your specialized knowledge, skills and abilities, attitudes and other qualifications that are relevant to the specific requirements of each position. Include details and statistics (e.g., assisted 12 residents).

**Option:** Present some information using headings and bullets:

**Resident/Patient Support**

- Provided personal care including \_\_\_\_\_
- Assisted residents with \_\_\_\_\_
- Ability to \_\_\_\_\_

**Equity Applicants:** Many employers are committed to employment equity and encourage applicants of the following groups to self-identify in their cover letter and/or resume: Aboriginal people, visible minorities, people with disabilities and women in non-traditional careers.

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