

2010 Mustang Lane
Leesburg, FL 34748
December 11, 2013

Mr. James Goss
Patient Care, Inc.
345 Main Street
Ocala, FL 34473

Dear Mr. Goss:

I am very interested in the position of **Nursing Assistant** that you have advertised in the Orlando Sentinel.

Comment [sr1]: Tells what position you are interested in applying for and how you heard about it.

I have qualifications in office management and medical assisting and have just received my Patient Care Technician certificate from Lake Technical Center. I feel that I am an excellent candidate for this position as I have the **customer service experience and the medical background that you desire.**

Comment [sr2]: Shows how you are a good candidate for this position. If ad states these qualifications are needed and you have them, tell them that you do here.

Please see my **enclosed resume** which shows more of my qualifications and work history. I would like to discuss what I could do for your company during an interview. Please contact me via telephone at (352) 787-5456 or e-mail me at ashleyg@yahoo.com.

Comment [sr3]: Mention enclosure and place resume' behind letter as the letter is introducing your resume'.

Thank you for your time and consideration.

Sincerely,

Ashley Gonzalez

Enclosure: Resume