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# Example of Personal Care Cover Letter

9659 Woodrow Flat  
Timmyburgh, CO 96248-1834

**Dear Rory Cruickshank,**

I would like to submit my application for the personal care opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for post vascular surgical follow up in the clinic to include office procedures and wound care such as suture, staple and tunneled catheters removals, biopsy, sharp wound debridement, application and management of advanced wound technologies, Vacuum Assisted Closure devices, and DME.

Please consider my experience and qualifications for this position:

* Under the direction of a Registered Nurse provide personal care and assistance to ElderPlace participants
* Providing exceptional customer care to our residents and working together with the team
* Assists with preparation and distribution of meals and snacks
* Assist with restorative and maintenance programs for participants in conjunction with OT and PT departments
* Provides verbal reminders to residents as needed when it is time for meals, activities, bedtime
* Assists with meal service by serving residents, providing necessary refills or seconds and removing dishes as residents are finished eating
* Observes resident for change in condition and report any unusual occurrence to the Director of Nursing and/or Assistant Director of Nursing
* Completes incident report in its entirety for any unusual occurrence, event, or change in condition including only information pertinent to the incident (no elaboration)

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Story Glover