

Hospital Aide Cover Letter

468 Crona Causeway Carmenburgh, OR 55734-8075

Dear Quinn Carroll,

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

In my previous role, I was responsible for and assists patients with personal care (which may include lifting, positioning, turning and transferring patients without assistance) to preserve good personal hygiene while maintaining a healthful, safe environment.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Basic computer data entry and retrieval skills
- On-the-job training in use of various equipment, and in department methods and procedures
- Food Handlers License or equivalent such as Safe Serve Certification
- Prepares menus in a timely fashion according to requirements
- Train new employees on the cash register and Diet Office computer
- Monitors, orders and stacks linen on the linen cart in the sub-sterile area for the day
- Soaks, cleans, and/or rinses anesthesia instruments/equipment according to Center for Disease Control (CDC) guidelines and manufacturer recommendations or sends anesthesia instruments/equipment to Sterile Processing department for sterilization
- Performs light maintenance to anesthesia instruments and equipment according to policy guidelines

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

Sincerely,