James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Elderly caregiver cover letter.

Respected Sir/Madam

I am interested in the post of elderly caregiver for which you are hiring candidates. As I have the proper qualifications and skills for this job. This is why I believe that each and every duty will be done by me in a proper manner. You can trust me with my work.

I have a bachelor's degree in [mention the name of the course], which I received from [mention the name of the institution] in the year of [mention the year]. For more than [mention the year], I have been working as an Elderly caregiver, and I am praised for my work. As an Elderly caregiver, I will be able to do each and every duty.

Duties I can do are giving them medicines at a proper time, assessing their care plan regularly, preparing meals for them, assisting with transfer and mobility, providing transportation, and many such things. The skills which I have in me are a positive attitude, caring nature, humbleness, and patience. These skills help me to do well in this job. I will be able to do each and every duty responsibly.

My resume and other necessary documents, which were mentioned in the description box, are attached to this letter. If you think I am capable of doing this job, kindly contact me soon regarding the same. Thank you so much for your valuable time.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]