

# John Stevens

## Care Assistant

*Sean Merchant  
Hiring Manager  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF*

Date: 3<sup>rd</sup> July 2012

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Care Assistant. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within this industry and to learn more about healthcare as a whole. I also feel that my education and professional background has provided me with exceptional knowledge and skills to be able to help service user to achieve the highest possible quality of life. These points coupled with my proven ability to ..... have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Always ensuring that each service users dignity and independence is always respected.
- Encouraging all service users to participate in and be actively involved in any discussions relating to their daily living arrangements.
- Being able to quickly build a relationship with service users.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

*John Stevens  
123 Some Made Up Road  
Dudley  
West Midlands  
B111 8AAA  
T: 0044 121 638 0026  
M: 0087 2220000  
E: info@dayjob.com*



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