

Sally Goforth

12345 SW Main Street
Portland, OR 97219
503.555.5555

January 12, 20XX

Alisa Clark
Vice President, Human Resources
Cedar Crest Alzheimer's Special Care Center
18325 SW Pacific Hwy, Tualatin, OR 97062

Ms. Clark:

I am writing to apply for your opening of Activities Assistant. I am excited about this opening, as it fits both my experience and my training. The focus on long-term dementia residents makes this position of high interest to me, and I hope you will consider my application.

I have direct experience working with residential clients, coordinating life enrichment activities. This includes work at Regency Assisted Living and Morning Star Nursing Home. Additionally, I worked at Adventist Memory Care doing intake and assessment. This gave me hands on experience with patients with Alzheimer's and Dementia to supplement my training around these populations. (I earned an AAS in Gerontology last year with a certificate in Activity Assistant.)

Enclosed is my resume. I will be happy to provide references. If you feel as I do that I am a good fit for your organization, please contact me at 503.555.5555 to set up a meeting. I look forward to your call. Thank you for your consideration.

Cordially,

Sally Goforth

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