Yvonne Donnelly

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Genisis Health Care Rehabilitation Center

6416 long St.

Shawnee, Ks 66216

Dear Erika Garrison,

I am applying for the open position as a Recreation Assistant. I am a college student pursuing my bachelor’s degree in Liberal Arts and Sciences. I would like to continue practicing my working skills while being a student. I am certain that this position will allow me to challenge myself and help me gain very important skills and knowledge.

As a student, I strive to balance out my schedule to meet both my educational and work place expectations. That is why I use my time wisely while at work and I tend to learn very quickly. I am fluent in both English and Spanish, which has given me the opportunity to translate in various occasions in my previous jobs when dealing with Spanish speaking patients. I have read that some of the requirements for the job are to encourage social communication between the groups; as a youth group leader for teens I believe that I can encourage such communication between various aged groups. I am interested in being a part of the staff because I would like to expand my verbal, emotional and physical contact with older patients. This type of experience will help me gain patient care experience, and it excites me to withhold a position that’ll allow me to do so.

This position as previously mentioned will allow me to expand my experience with patient care and the opportunity to work with families, and meeting their expectations. I would like to further provide information about myself in the attached resume and contact information. I would like to thank you for taking the time to review my cover letter and would only hope to be a part of a strong patient care team such as the Genesis Health Care. Please feel free to contacting me to my listed email or phone number; I look forward to hearing for you soon.

Respectfully yours,

Yvonne Donnelly