**Patrick Green**

**🕿 (555) 555-5555 🖂[Email Address]**

 **[Street Address] New York, NY 55900**

Today’s date

Mr. Daniel Moore

Company name

Address, City, State, zip

Dear Daniel Moore,

Re: Job Post – Caregiver

I saw your agency’s help wanted sign for caregivers for elderly clients living at home.

As you read in my attached resume, I have been working for a decade in the healthcare industry and take my responsibility seriously. I regard my clients as a mixture of friends-family, and care for them as I would like to be treated if I were in their position.
Rather than performing the below duties mechanically, I involve my clients, communicate frequently and compassionately, and take on the role of their surrogate family.

I begin by speaking with the client, family (if any), and medical staff to ascertain his/her requirements. I prepare food according to the client’s permitted dietary needs and keep track of medications. I encourage my clients to go on daily outings, even for a walk around the block or shopping, and accompany them to doctor appointments.

I provided pleasant companionship, shared the client’s hobbies (reading and going to the library, crossword puzzles, assisting with gardening, chess, etc.), and maintained the client’s physical cleanliness and that of his/her home.
I am familiar with first aid procedures, and take annual refresher courses in CPR.

Please let me know when it would be convenient to come for a personal interview. I have many satisfied references and I await the opportunity to be of service to your clients as well.

I am available for live-in positions, night shift, or day shift.

Patrick Green