!"#$%&'&()$%&*)+,&!!!!!Chestnut Hill, MA | email@bc.edu | (120) 232-4859!

June 7th, 2020
First & Last Name, Nurse Recruiter Boston Medical Center
One Boston Medical Center Place Boston, MA, 02118
Dear Ms. First & Last Name:
I am writing to apply for the CNA position at Boston Medical Center, which was shared with me by Name, my clinical rotation supervisor last spring. I am drawn to Boston Medical Center’ s drive to not only p rov ide exceptional medical care, but also to break down structural barriers impacting patient health b efore they walk through the door. Based on this mission and my own time working here, I can think of no better place to launch my prof es sional career. My clinical experiences at both Boston Medical Center and Beth Israel Deaconess Medical Center gave me the opp ortunity to aid in the care of patients with various neurological, cardiovascular, and psy chological conditions. Throug h this role, I g ained valuable experience estab lishing rapport with a wide range of patients. It is critical to me that patients trust the care they are under and f eel heard by their healthcare prov iders, and my clinical experiences allowed me to have a hand in this process. A particular highlight for me was my ability to provide translation services to Portuguese- and Sp anish-sp eaking patients, ensuring that language w as not a barrier to patient understanding and comf ort. In addition to communicating w ith patients , I also collaborated across interdisciplinary care teams to best address p atient needs. My refined communication skills w ill serve me well as a CNA , allowing me to work efficiently and effectively toward patient and clinician goals. Apart from my clinical experiences, my time volunteering at Italian Home for Children’ s intensive group home has contrib uted immensely to my desire to and skill in serv ing high-need populations

tend to 30 children with a variety of diag noses, such as PTSD , ODD , and ASD. My work with this diverse p op ulation has equipped me with the ab ility to manage and coordinate interactions among patients with a variety of behavioral challeng es, and to think on my feet in order to respond in times of crisis , b oth of which are crucial skills for the role of a CNA at Boston Medical Center. Thank y ou for your time and consideration in reviewing my application. Please do not hesitate to reach out to me to speak further about my drive to provide compassionate and holistic care to high-risk and high-need populations in the emergency setting. Sincerely,
First & Last Name

April 25, 2019

Office of Volunteer Programs and Internships New England Aquarium

1 Central Wharf
Boston , MA, 02110

Dear Hiring Manager ,

I am writing to apply for the position of Penguin Colony Intern

"#$%&!'!()%&!*)+,! Medfield, MA | (737) 384-9395 | email@bc.edu | linkedin.com/name
September 16, 2019

First & Last Name, Hiring Manager Sealy Behavioral Services, LLC

1 Boston Place, 26 th Floor

Boston, MA 02108

To Mr. Last Name:

I am writing to apply for the p osition of a Part-Time Behavior Technician w ith Sealy Behavioral Services, LLC. Currently, I am a senior at Boston College studying Applied Psychology and